



For Windows 98 SE, Windows NT4, Windows ME, Windows 2000 and Windows XP

OUTLOOK 2002

INSTALLING CERTIFICATES

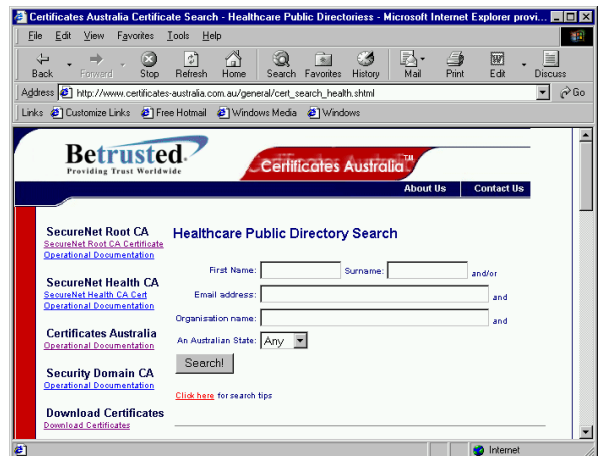
Loading Public Certificates

1. Establish a connection to the Internet. This will be either a Dial-up networking or LAN connection.
2. Open the Windows Internet Explorer application.

You can do this by double clicking the Internet Explorer Icon with the left mouse button.



3. Type 'http://www.certificates-australia.com.au/general/cert_search_health.shtml' into the Address area of your web browser and press the Enter key. The Certificates Australia Healthcare Directory Search web page will then be displayed.



Healthcare Public Directory Search

First Name: Surname: and/or
 Email address: and
 Organisation name: and
 An Australian State:

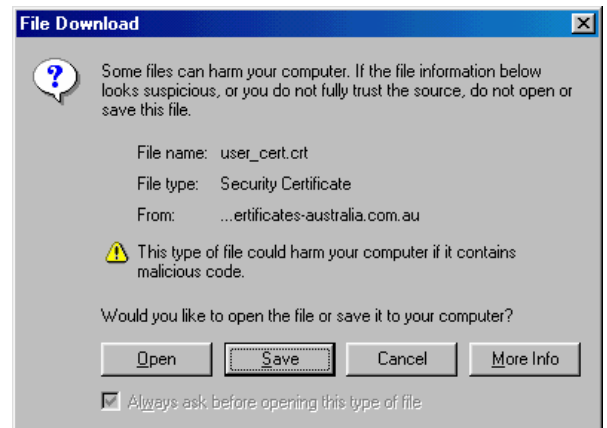
[Click here](#) for search tips

4. Navigate around the web page using the Up and Down arrow keys until you find the '**Healthcare Public Directory Certificate Search**' area of the page.

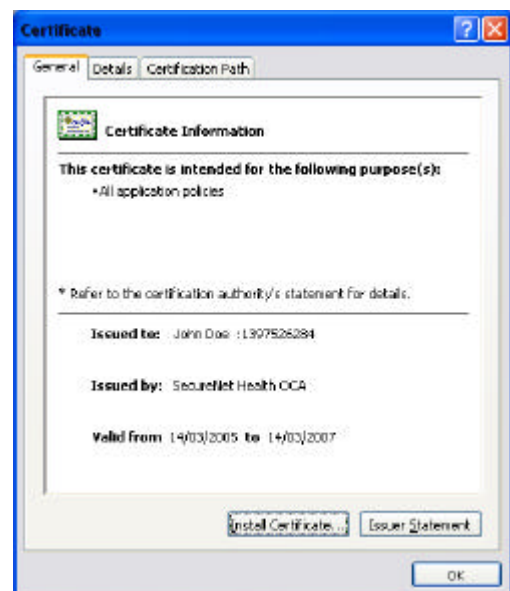
5. Once the desired certificates are located select the pair with the latest expiry date. Select the **'Signing certificate'** first by checking the radio button that corresponds to that certificate.
6. Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)'.
7. Select the **'Get Certificate'** button. The 'File Download' dialog box will then open.



8. Select the **'Open'** button. The 'File Download' dialog box will then re-open.
9. Select the **'Open'** button and the Certificate window will then be displayed.



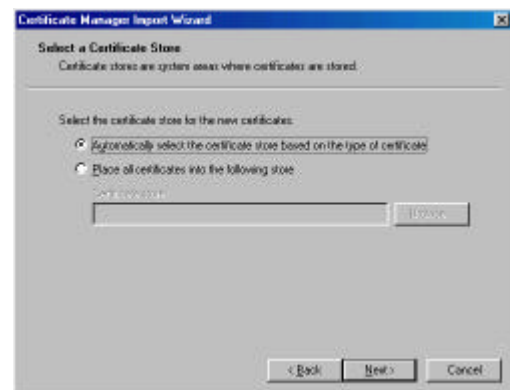
10. Select the **'Install Certificate'** button on the Certificate window. The 'Certificate Manager Import Wizard' window will then be displayed.



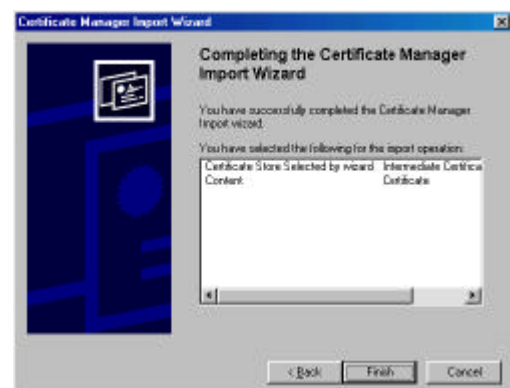
11. On the Certificate Manager Import Wizard Welcome window select the **'Next'** button.



12. 15. On the 'Select a Certificate Store' window select the **'Next'** button.



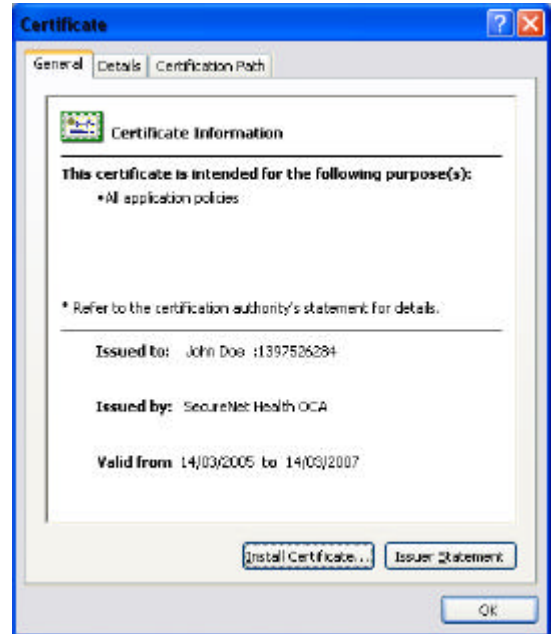
13. On the 'Completing the Certificate Manager Import Wizard' window select **'Finish'** button.



14. A Message box displaying the Message 'Import was successful' will then be displayed. Select the **'OK'** button.



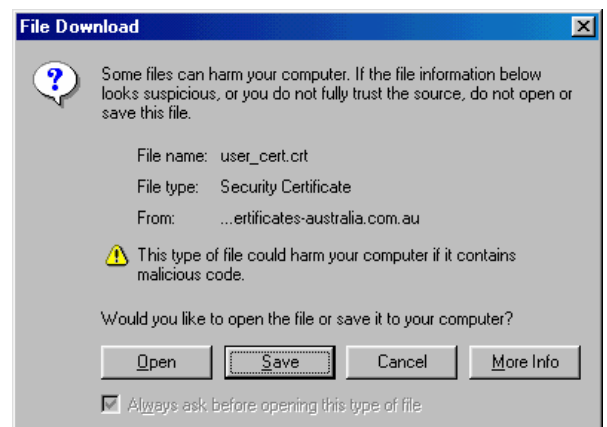
- Switch to the Certificate window and select the **OK** button



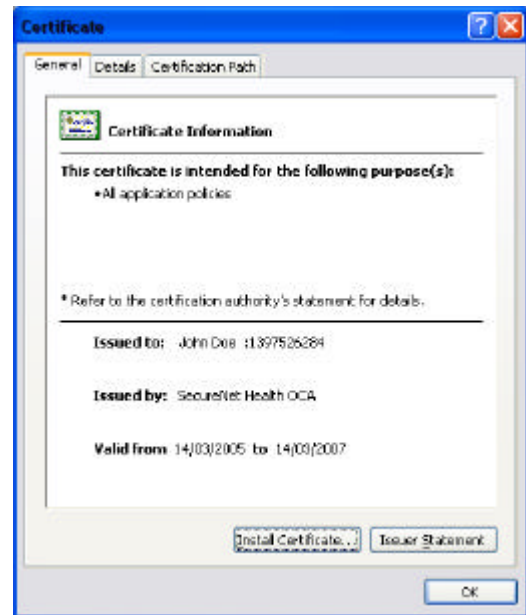
- Switch to Internet Explorer then select the Encrypting certificate to download by checking the radio button that corresponds to that certificate.
- Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)'.
- Select the **'Get Certificate'** button. The 'File Download' dialog box will then open.



- Select the **'Open'** button. The 'File Download' dialog box will then re-open.
- Select the **'Open'** button and the Certificate window will then be displayed.



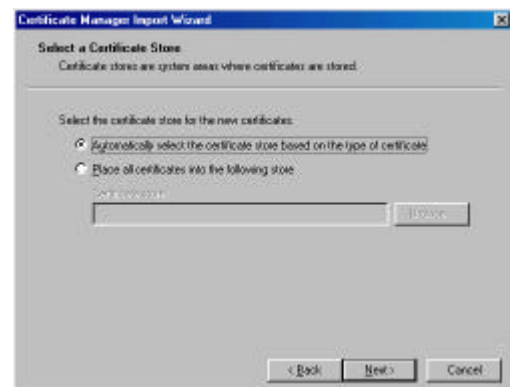
21. Select the **'Install Certificate'** button on the Certificate window. The 'Certificate Manager Import Wizard' window will then be displayed.



22. On the Certificate Manager Import Wizard Welcome window select the **'Next'** button.



23. On the 'Select a Certificate Store' window select the **'Next'** button.



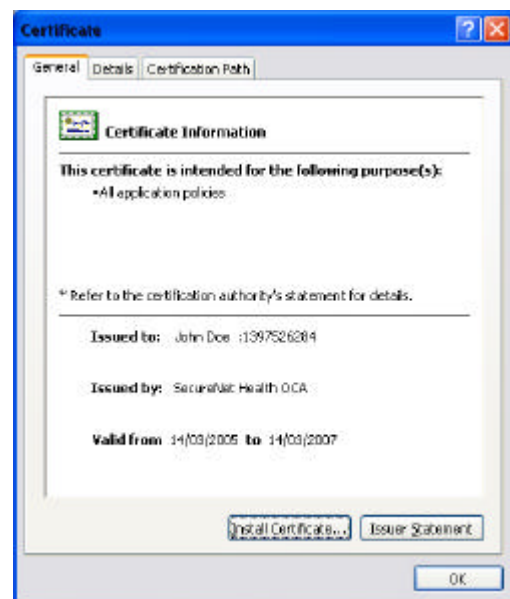
24. On the 'Completing the Certificate Manager Import Wizard' window select the '**Finish**' button.



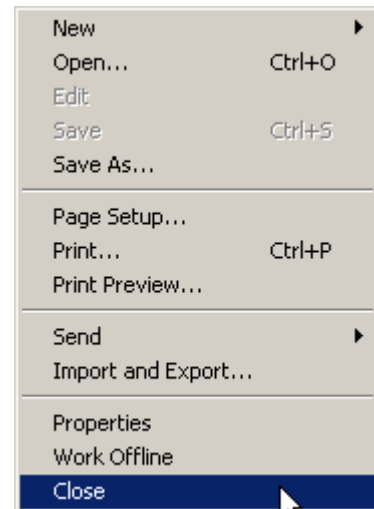
25. A Message box displaying the Message 'Import was successful' will then be displayed. Select the '**OK**' button.



26. Switch to the Certificate window and select the '**OK**' button.



27. Switch to Internet Explorer, select **'File'** from the main menu then select **'Close'**. Microsoft Internet Explorer application will then close.



You just imported two Public certificates into the Microsoft Cryptographic Storage area.