



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

## **OUTLOOK 2003**

### **CREATING AN ACCOUNT**

#### **Setting up a new email account to use HeSA certificates**

1. If you are using an individual key to sign and encrypt your email please ensure it is plugged in.

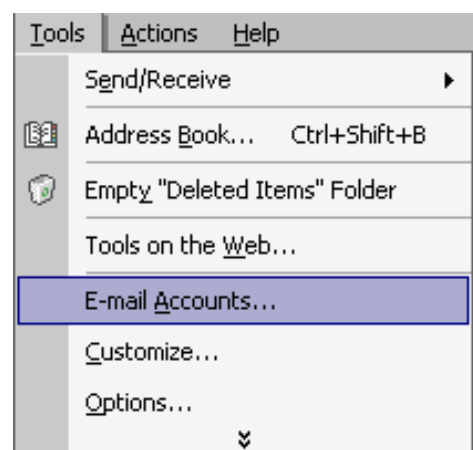


2. Open Outlook 2003.

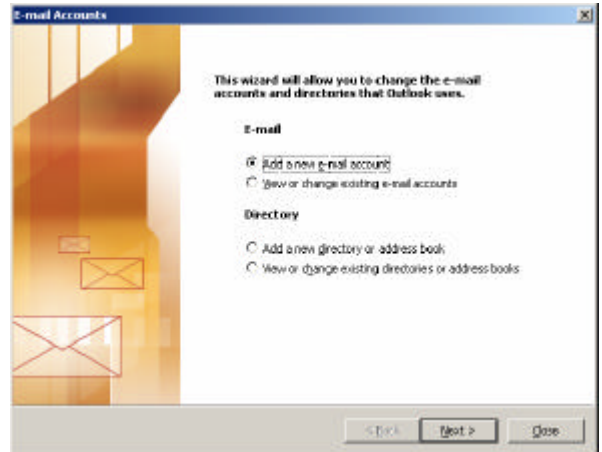
You can do this by double clicking the Microsoft Outlook Icon with the left mouse button.



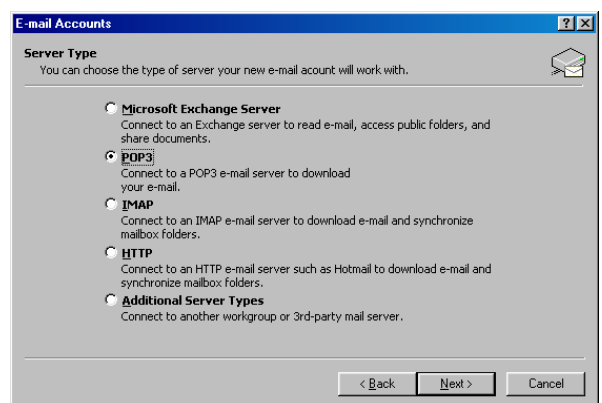
3. Select '**Tools**' from the main menu then select '**Email Accounts.**' The Email Accounts dialog box will be displayed.



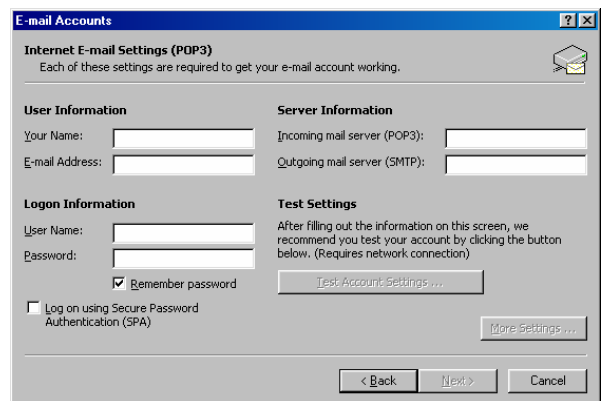
4. Select the 'Add a new email account' radio button and select the **Next** button.  
The Server Type window will be displayed.



5. Select the "POP3" radio button and select the **Next** button.  
The Internet Email Settings (POP3) window will be displayed.



6. In the User information area of the window type in the Name you wish to appear on outgoing email messages.



7. Type the email address as provided by your ISP or Network Administrator.  
**Note:** This address needs to match the email address registered on the HeSA issued certificates.

**User Information**

Your Name:

E-mail Address:

8. Use the Tab key to move to the '**Server information**' area of the window.
9. In the '**Incoming mail server (POP3)**' field type in the name of

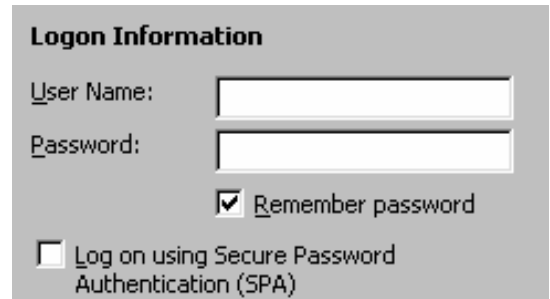
**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

the incoming email server provided by your ISP or Network Administrator.

10. Use the Tab key to move to the **'Logon Information'** area of the window.
11. In the **'User Name'** field type the email server login name for your email account.
12. In the **'Password'** field type in the corresponding password for the above account name.
13. Some email servers require Secure Password Authentication. If you are not sure then **do NOT** select the check box.



**Logon Information**

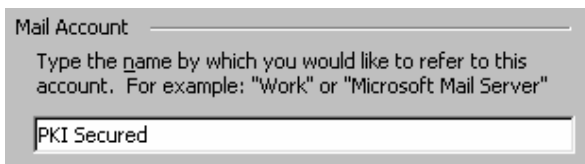
User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

14. Select the **'More Settings'** button to display further options for configuring your email account.
15. In the Mail Account field highlight the text and type **'PKI Secured'**.

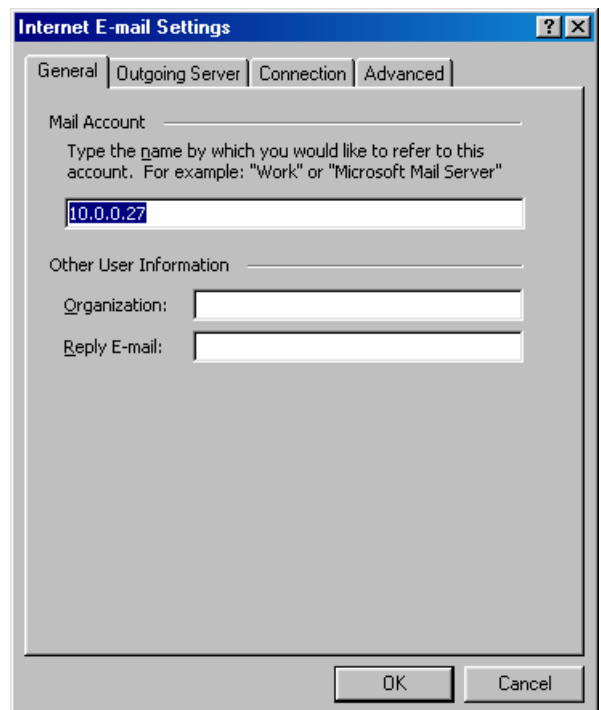


Mail Account

Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

PKI Secured

16. Select the **'OK'** button to save changes and return to the Email Accounts window.



**Internet E-mail Settings**

General | Outgoing Server | Connection | Advanced

Mail Account

Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

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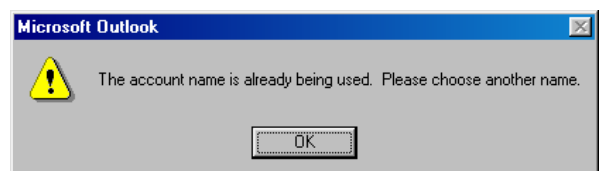
Other User Information

Organization:


Reply E-mail:

OK Cancel

17. If an account with the name **'PKI Secured'** already exists you will receive an error message. Select OK and replace **'PKI Secured'** with **'PKI Secured 2'** or another name which is meaningful to you.

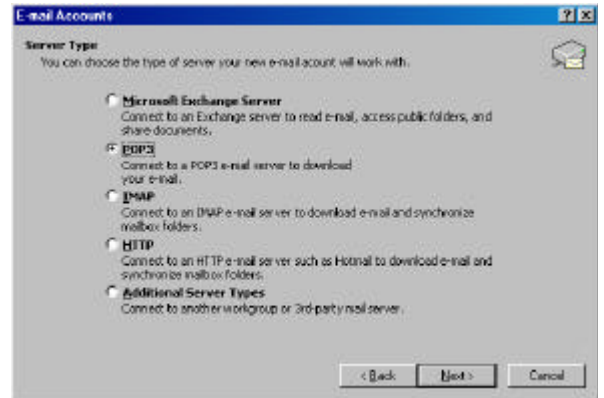


**Microsoft Outlook**

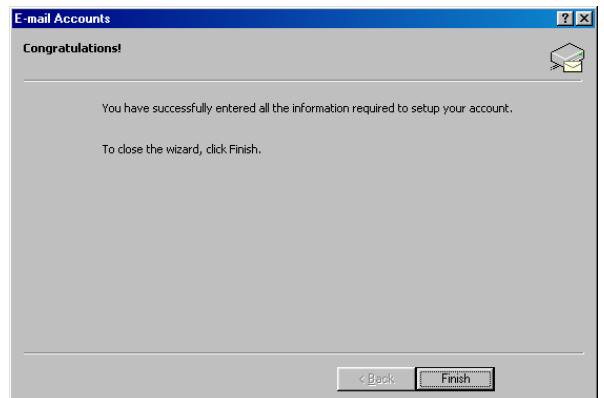
 The account name is already being used. Please choose another name.

OK

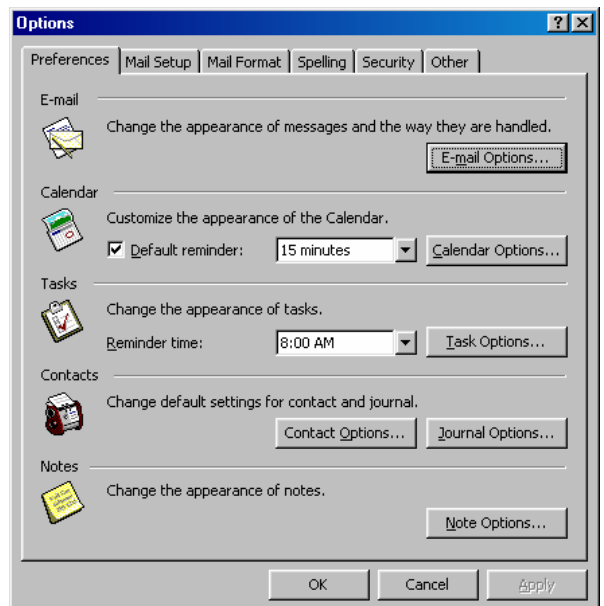
18. Select the **Next** button to display the Congratulations window.



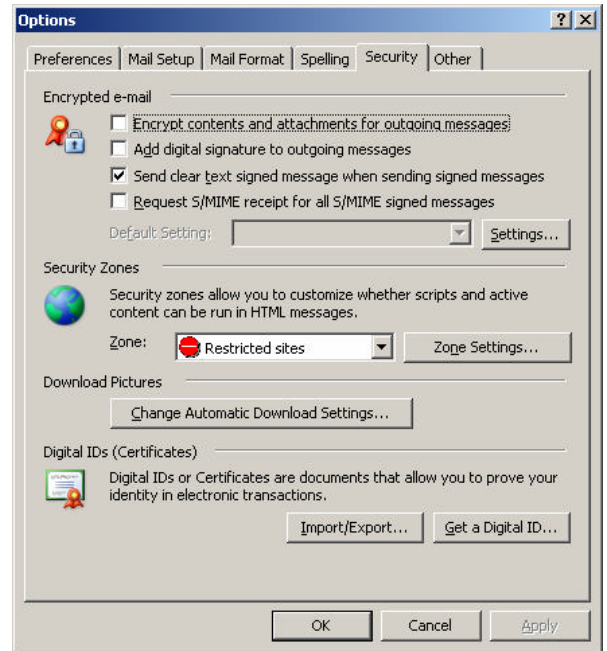
19. Select the **Finish** button to return to Outlook 2003 main window.



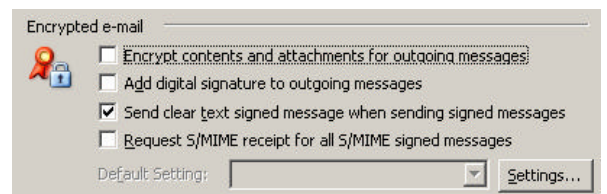
20. Select **Tools** from the main menu then select **Options**. The Options dialog box will then be displayed.



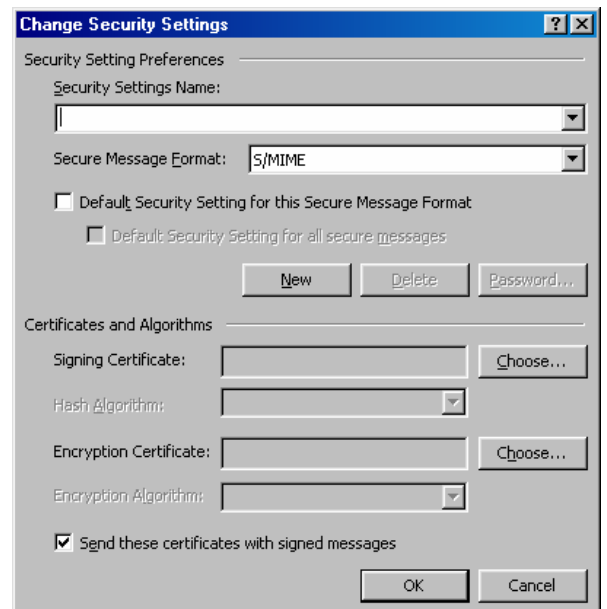
21. Select the **Security** tab to display certificate information.



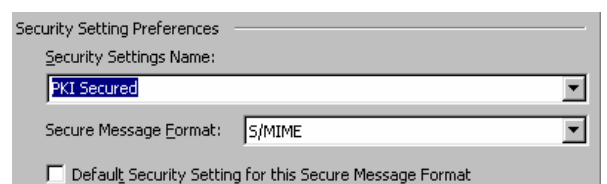
22. In the Secure email area of the Security tab select the **'Settings...'** button.



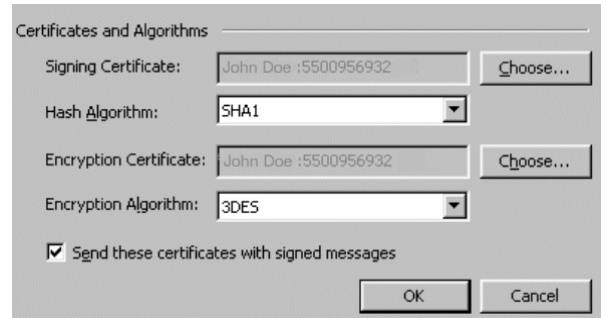
23. The Change Security Settings dialog box will be displayed.



24. In the **'Security Settings Name'** field type "PKI Secured".



25. Check to ensure there is Certificate information in the Signing certificate and Encryption Certificate fields and that the algorithms are set to SHA1 and 3DES respectively.



**Note:** The illustration at right shows: blank Signing Certificate and Encryption Certificate fields or unavailable fields for the algorithm.

Should this occur the certificate chosen has not been properly bound.

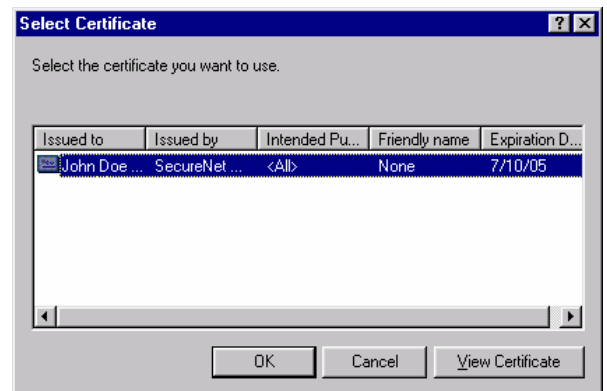
Possibly it does not match with the email address or conflicts with a certificate already installed on the system.

To overcome this problem, you need to manually bind the certificate.

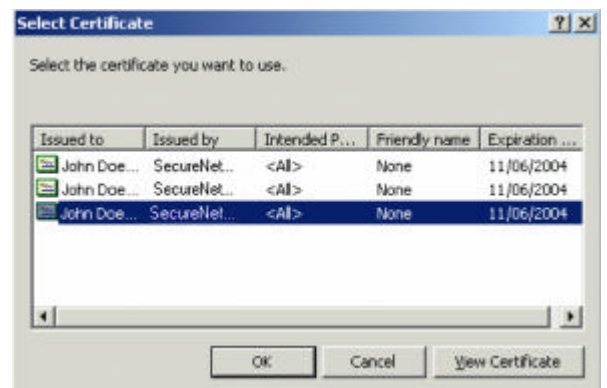
Select the '**Choose**' button next to both Signing Certificate and Encryption Certificate in turn to choose a certificate.



26. If there is only one certificate available select it then select the '**OK**' button.

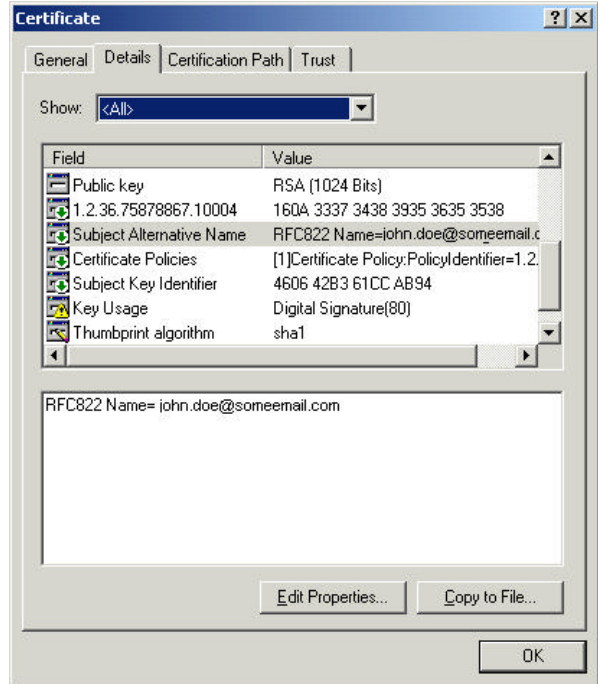


27. To identify which certificate is correct select the certificate then select the '**View Certificate**' button.

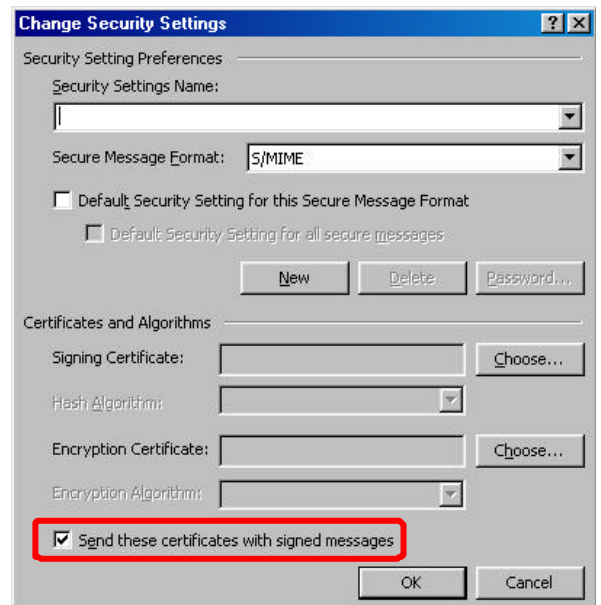


28. Select the **'details'** tab and check the value of the Subject Alternative Name field contains your email address.
29. Select the **'OK'** button to exit the Certificate details and select the **'OK'** button once you have selected your certificate. You are returned to the Change Security Settings Window.

If you need assistance contact PKI Technical Support on 1300 660 035.



30. Enable the option **'Send these certificates with signed messages'** by selecting the corresponding check box until a tick appears.
31. Select the **'OK'** button to save settings and return to the Security tab of the Options dialog box.



32. Select the **'Apply'** button then select the **'OK'** button to return to Outlook 2003 main window



You have now created a new email account.

You are now ready to send and receive Signed and Encrypted email messages using HeSA certificates.