



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

OUTLOOK 2003

LDAP SETUP

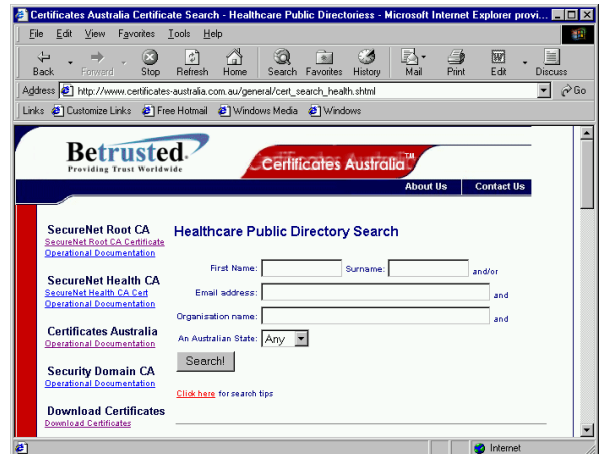
Adding contacts with public certificates to Outlook 2003 without using LDAP support

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_h_health.shtml' into the Address area of your web browser and press the **Enter** key.
The Certificates Australia Healthcare Public Directory Search web page is displayed.



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.

Healthcare Public Directory Search

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

[Click here](#) for search tips

The following Information was extracted from the Certificates Australia Healthcare Public Directory Search Tips web page. This web page can be accessed by selecting the 'Click here for search tips' link or by typing http://www.certificates-australia.com.au/general/search_tips_health.shtml into the Addresses area of your web browser and pressing Enter key.

Advice on making a successful search

- You may use the "*" character to search for zero or more characters in a name which you do not know. For example searching for "John * Doe" will return both "John A Doe" and "John Alan Doe". This is especially useful if you do not know a middle name or how to spell part of a name.
- You may also enter part of a name. For example searching for "John Do" will return "John Doe".
- If you are searching on the surname only, there is no need to fill in the First Name field. For example, a search on "Doe" would return both "John A Doe" and "John Alan Doe".
- Only the first 50 names found will be returned.
- If you tried a search and used the person's middle name(s) but did not obtain any results, try the search without using the middle name(s).
- When searching using an email address, the email address returned is the *current* email address in the certificate, which may have superseded the address you searched for.

Using the information provided in the previous step perform a Healthcare Public Directory search.

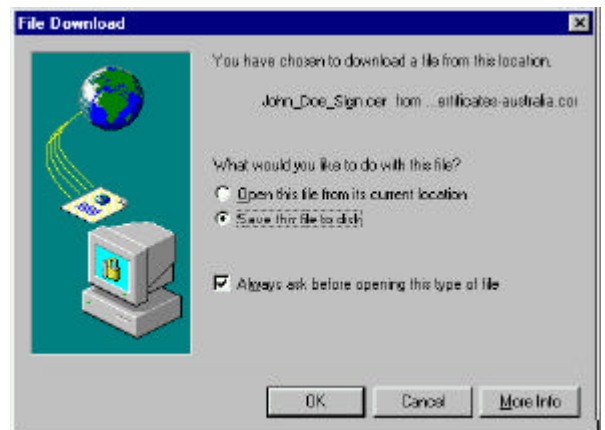
For example enter 'ebus.test@hic.gov.au' in the Email Address field

If you have problems retrieving certificates or the Search function is not working please send an email message containing a description of your problem to registration@hesa.gov.au

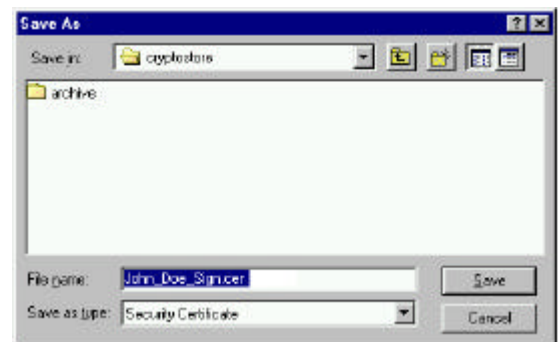
- Once the desired certificates are located select the **'Signing certificate'** with the latest date by checking the radio button that corresponds to that certificate.
- Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)'.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



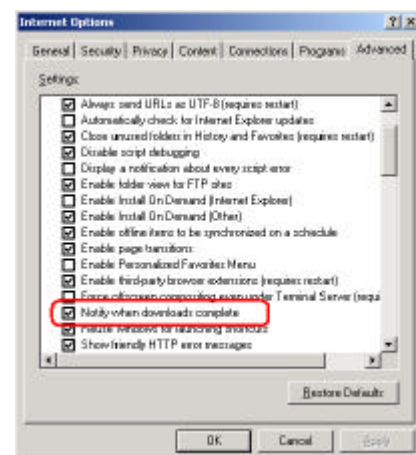
- Select the **'Save this file to disk'** radio button.
- Select the **'OK'** button. The 'Save As' dialog box will then display.



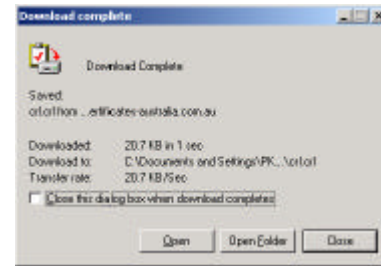
- Choose a directory to save the certificate file in.



- If your Internet Options are set to "Notify when Downloads Complete" (as illustrated at right) then the following 'Download Complete' window will appear.



12. Press the **'Close'** button.



13. Switch to Internet Explorer and select the Encryption certificate with the latest date by checking the radio button that corresponds to that certificate.

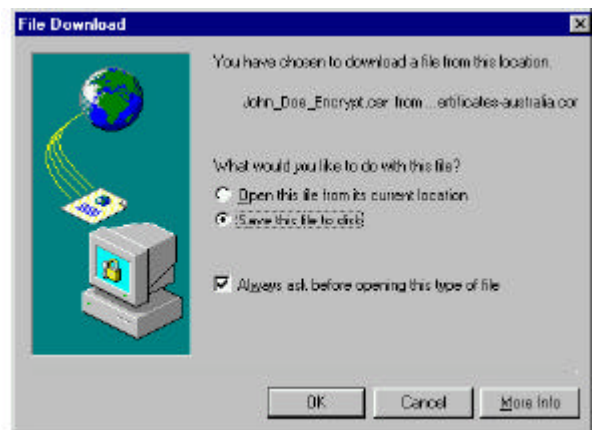
cn=John D Doe :2306900016,ou=itsd,o=john doe,
l=canberra,st=act,c=AU
john.doe2005@e-mail.net

- 07 Oct 2003 to 06 Oct 2005 (Signing Certificate of type HCL)
- 07 Oct 2003 to 06 Oct 2005 (Encryption Certificate of type HCL)

What MIME-type should we use when transmitting the end-user certificate?
 application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)
 application/x-x509-email-cert (usually accepted by Netscape)

Get certificate

14. Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3rd Party PKI Applications)'.
15. Select **'Save this file to disk'** radio button.

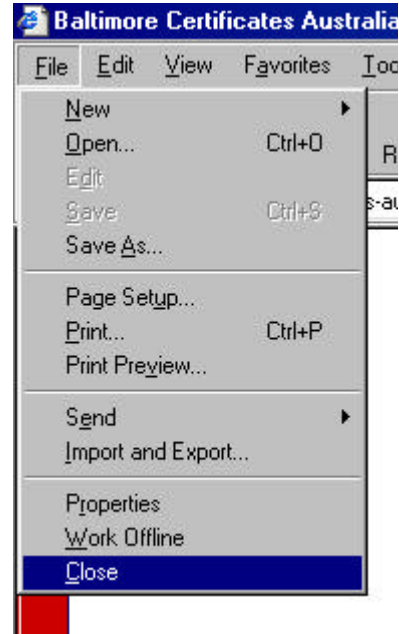


16. Select the **'OK'** button. The 'Save As' dialog box will then display.



17. Choose a directory to save the certificate in.

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

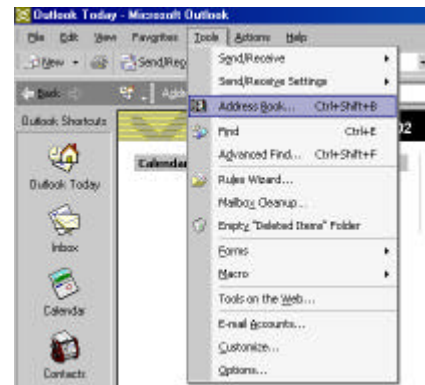


19. Open Outlook 2003.

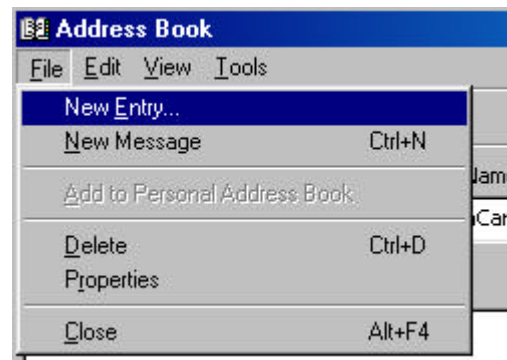
You can do this by double clicking the Microsoft Outlook Icon with the left mouse button.



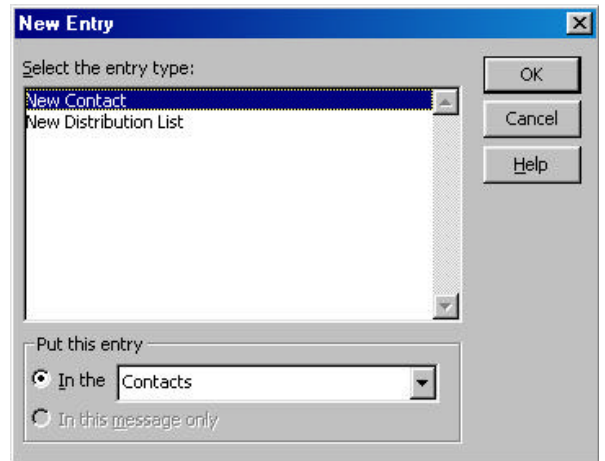
20. Select **'Tools'** from the main menu then select **'Address Book...'**. The Windows Address Book will then open.



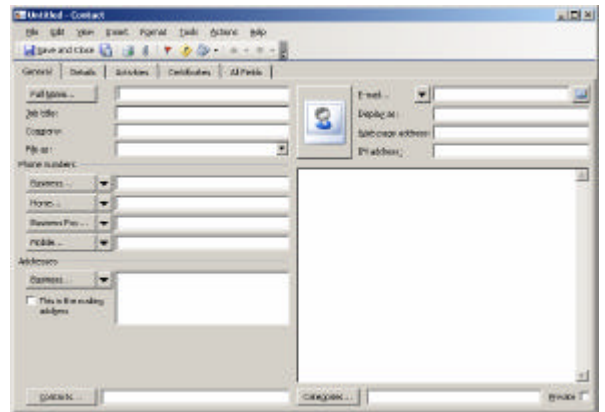
21. Select **'File'** from the main menu of Windows Address Book (WAB) and select the **'New Entry...'** option. The Contact Type window will be displayed.



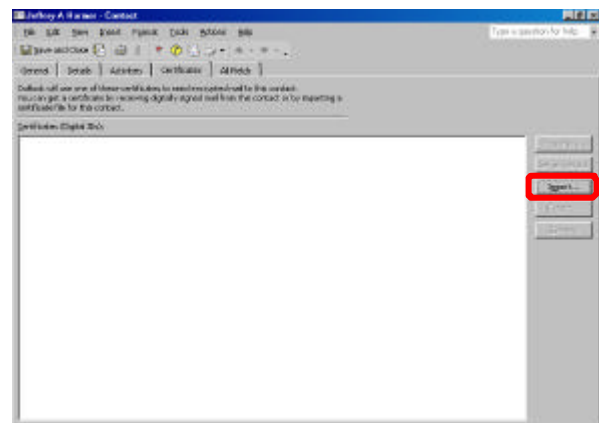
22. Select New Contact and select the **'OK'** button.
The contact details window will be displayed.



23. Type the required details in the **'General'** Tab of the contact (including the contact's personal details and email address) then select the **'Certificates'** tab to display the Certificates associated with the contact.



24. Select the **'Import...'** button.
The 'Locate Certificate' dialog box will be displayed.



25. In the **'Look in:'** area of the dialog box navigate to the directory you saved the certificates in
26. Highlight the file ending in **'Encrypt'** from the list displayed.
27. Select the **'Open'** button to initiate the certificate import.

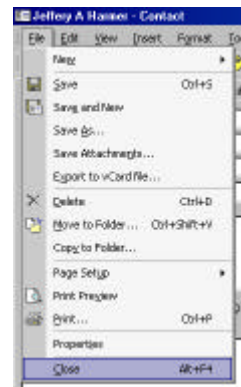


28. Select the **'Import...'** button. The **'Select digital ID file to import'** dialog box will be displayed.

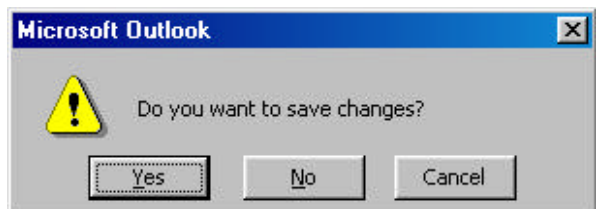
29. In the **'Look in:'** area of the dialog box navigate to the directory you saved the certificates in
30. Highlight the file ending in **'Sign'** from the list displayed.
31. Select the **'Open'** button to initiate the certificate import.



32. Select **'File'** and **'Close'** to return to the Windows Address Book.



33. If you are prompted to save your changes, select **"Yes"**.



34. Select **'File'** from the main menu of Windows Address Book (WAB) and select the **'Close'** option. Windows Address Book will then

close.

35. Switch to Outlook 2003, select **'File'** from the main menu then select **'Exit'**. Microsoft Outlook 2003 will then close.



You just added a new contact to Windows Address Book without using LDAP support.