

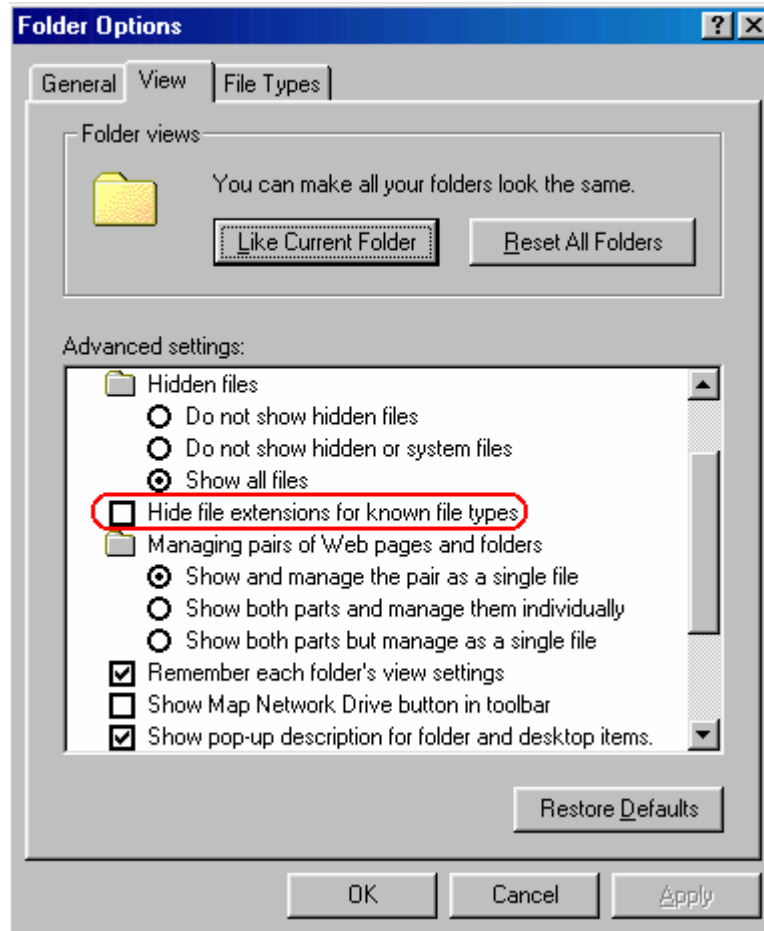
For Windows 98 SE, Windows NT4, Windows ME, Windows 2000 and Windows XP

OUTLOOK 2003

INSTALLING CERTIFICATES

Loading Health Care Location (HCL) certificates into Microsoft Cryptographic Storage area

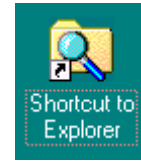
- This procedure assumes your system does not have 'Hide file extensions for known file types' activated in your Folder Options in Windows Explorer.



- Where you are instructed to enter information and the information is bracketed by quotation marks, do not type the quotes. (eg type **'write this'** as write this).

1. Open Windows Explorer.

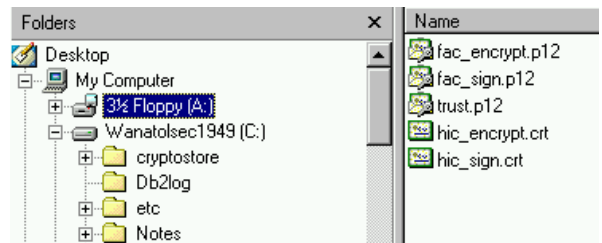
You can do this by double clicking the Windows Explorer Icon with the left mouse button or by selecting Start with the right mouse button and selecting explore.



2. Insert the HeSA supplied floppy disk into floppy disk drive.

3. To display the contents of the floppy disk. Use Windows Explorer and select the drive letter of where you inserted your HeSA floppy disk.

4. The HeSA supplied floppy will contain files fac_sign.p12, fac_encrypt.p12 and trust.p12. There may be other files on the HeSA supplied floppy disk.

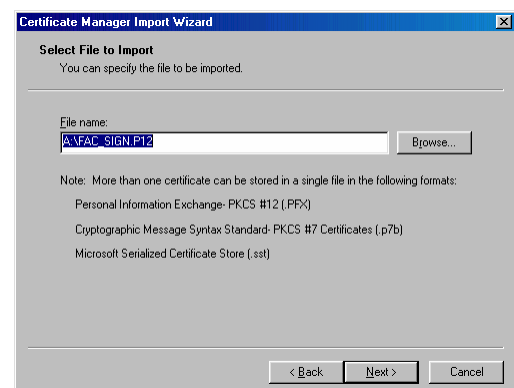


5. 'Left double-click' the fac_sign.p12 file. The 'Certificate Manager Import Wizard' window will then be displayed.

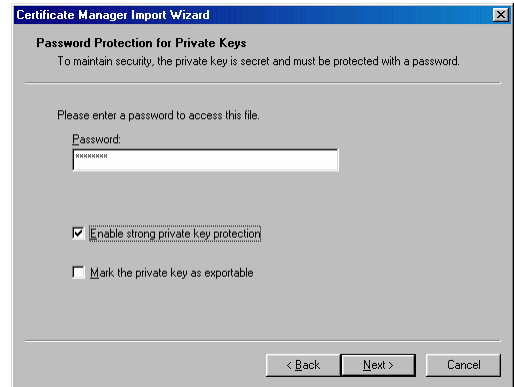


On the Certificate Manager Import Wizard welcome window select the **Next** button.

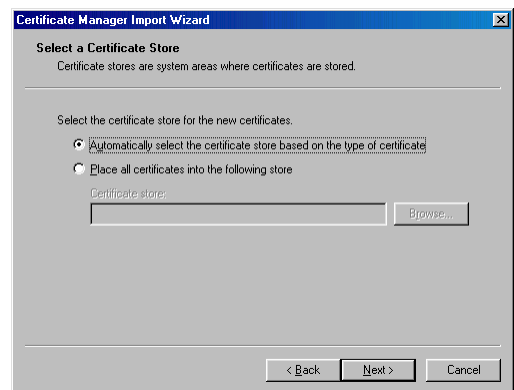
6. On the 'Select file to import' window select the '**Next**' button.



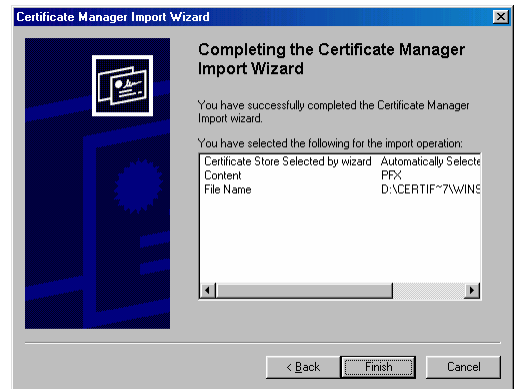
- On the 'Password protection for private keys' window **enter the password** provided by HeSA in the password edit box.
HeSA refers to the password as a Personal Identification Code (PIC).
Select the '**Enable strong private key protection**' check box.
Select the '**Next**' button.



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



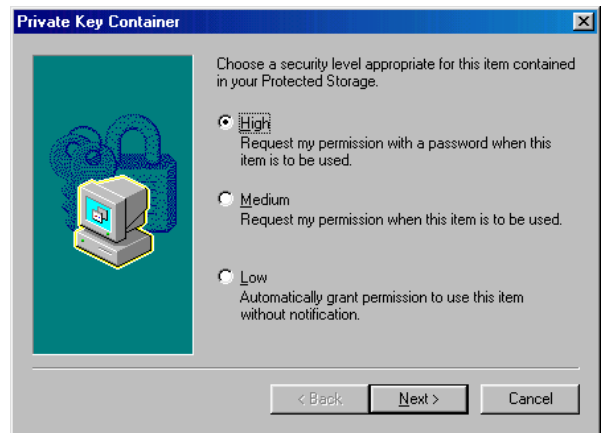
- On the 'Completing the Certificate Manager Import Wizard' window select the '**Finish**' button.



- You will then be prompted to set the Security level for your private key container.
Select the '**Set Security Level...**' button.



- When the private key container window is displayed select the **'High'** radio button and then select the **'Next'** button.



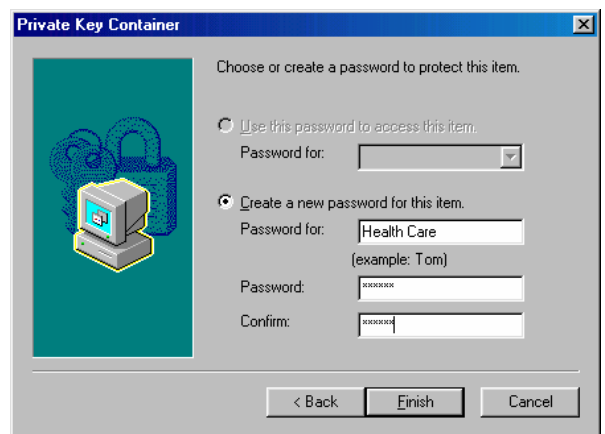
- Select the **'Create a new password for item'** radio button. Type **'Health Care'** in the **'Password for:'** edit box. If the name **'Health Care'** has already been used then type **'Health Care 2'** or another name which is relevant to you. Under Windows XP this field is locked as **'CryptoAPI Private Key'**

Type a password in the **'Password:'** edit box.

It is recommended that you follow HeSA password recommendations when making new passwords. (HeSA password recommendation can be located on the letter that contains the Personal Identification Code).

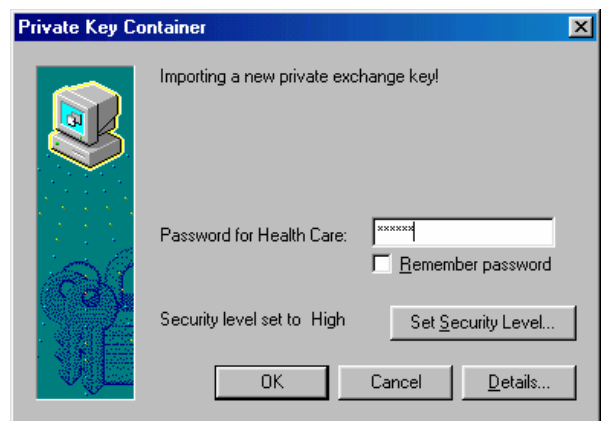
Re-type the password in the **'Confirm'** edit box.

Select the **'Finish'** button.



- The **'Importing a new private exchange key!'** window is then displayed. Type the password in the **'Password for Health Care'** edit box.
- Select the **'OK'** button.

Note: Under **Windows 2000** and **Windows XP**, you will not be prompted to re-enter your password, simply select the **'OK'** button.



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

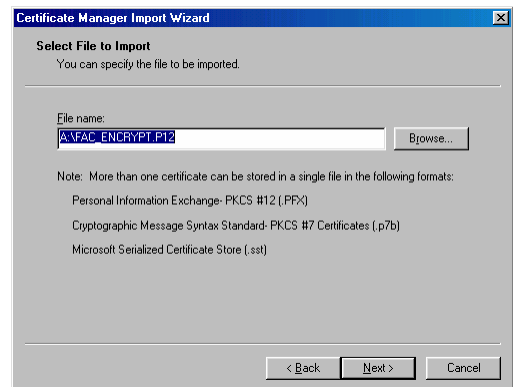


Switch to Windows Explorer that was opened in step 1 above.

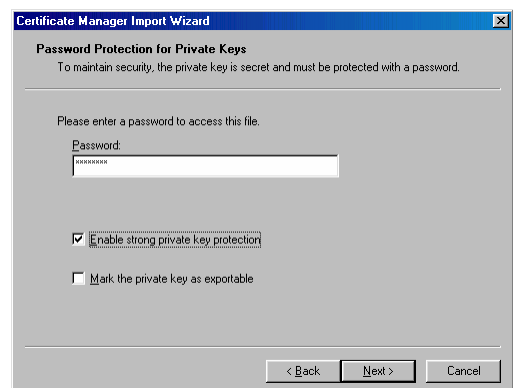
16. 'Left double-click' the fac_encrypt.p12 file. The 'Certificate Manager Import Wizard' window will then be displayed. Select the 'Next' button.



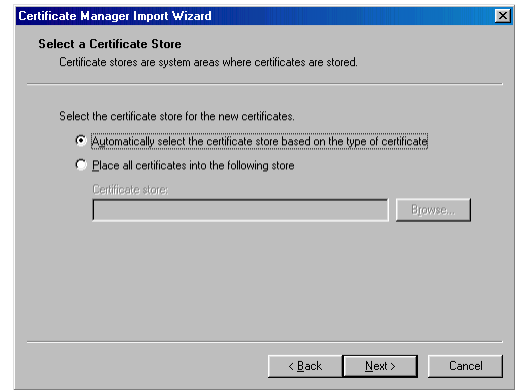
17. On the 'Select file to import' window select the 'Next' button.



18. On the 'Password protection for private keys' window. Enter the password provided by HeSA in the password edit box. HeSA refers to the password as a Personal Identification Code (PIC). Select the 'Enable strong private key protection' check box. Select the 'Next' button.



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



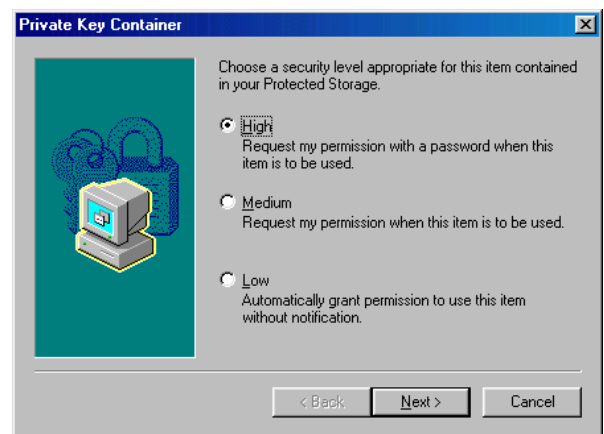
20. On the 'Completing the Certificate Manager Import Wizard' window select **Finish** button.



21. You will then be prompted to set the Security level for your private key container. Select the **'Set Security Level...'** button.



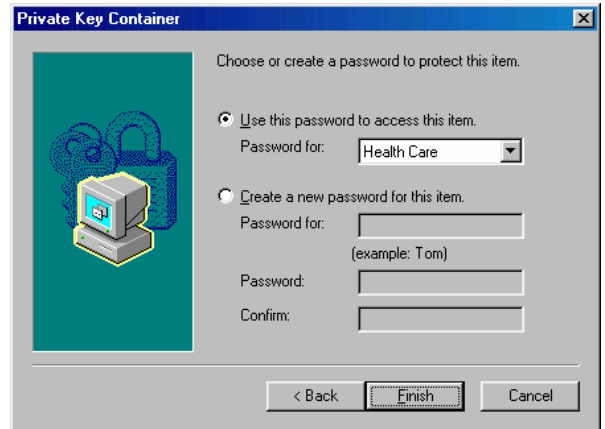
22. When the private key container window is displayed Select **'High'** and then select the **'Next'** button.



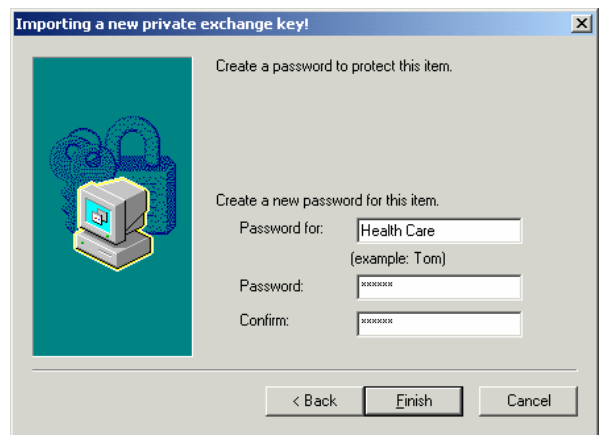
23. Select **'Use this password to access this item'** radio button. Select **'Health Care'** from the drop down list box. Select the **'Finish'** button.

Note: Under **Windows 2000**, the drop down list box does not appear and you will need to re-enter the details for the **'Health Care'** password.

Note: Under Windows XP this field is locked as **'CryptoAPI Private Key'**

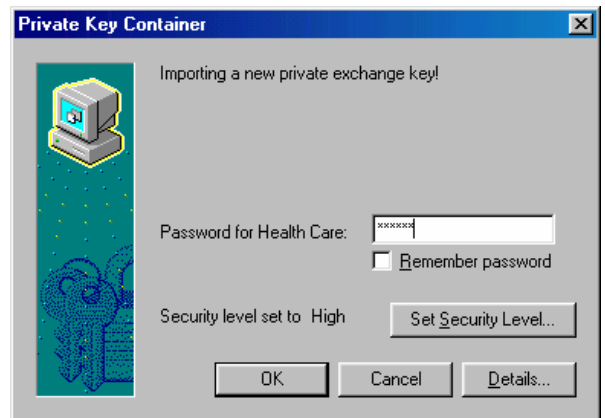


Windows 2000 version:

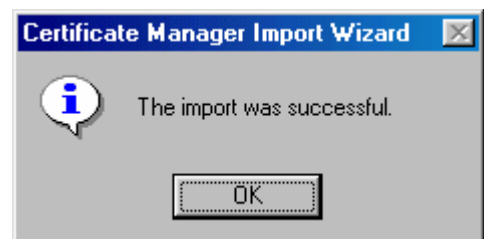


24. The 'Importing a new private exchange key!' window is then displayed. Type the password used in step 12 above in the 'Password for Health Care' edit box.
25. Select the **'OK'** button.

Note: Under **Windows 2000** and **Windows XP**, you will not be prompted to re-enter your password, simply select the **'OK'** button.



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





You have now successfully loaded Health Care Location (HCL) certificates into the Microsoft Cryptographic Storage area.