



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

## OUTLOOK 2003

## INSTALLING CERTIFICATES

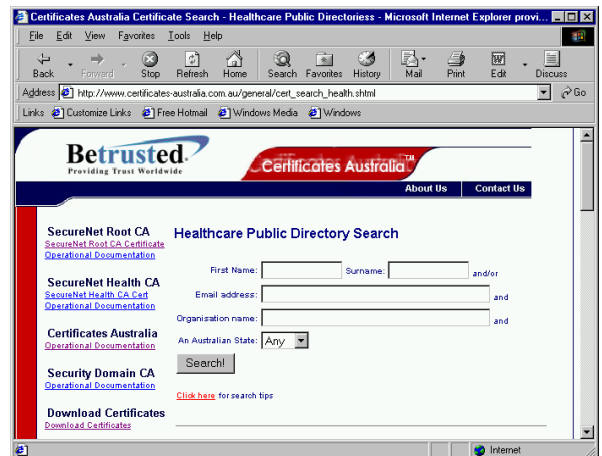
### Loading Public Certificates

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](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:

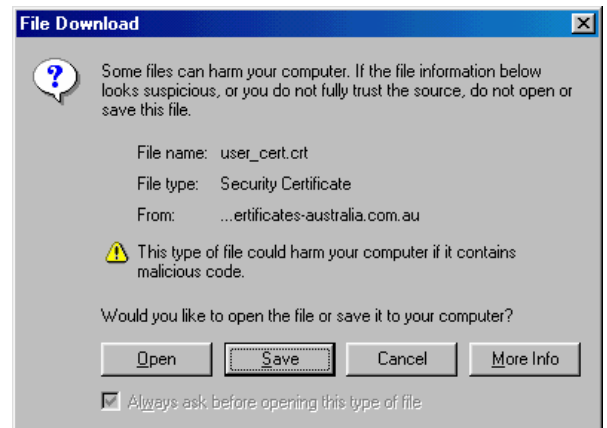
[Click here](#) for search tips

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.

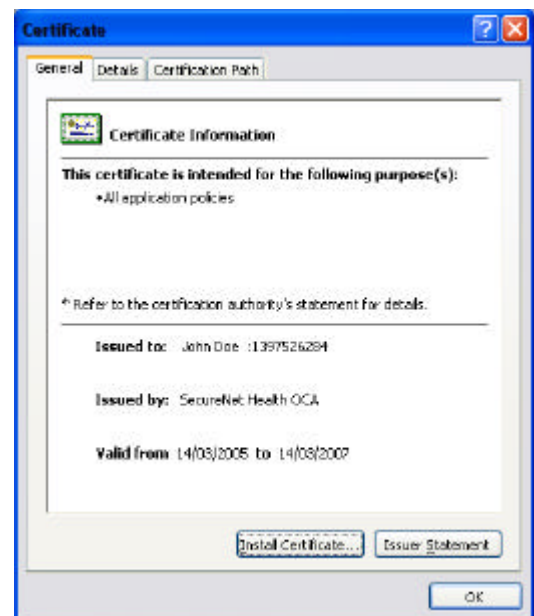
5. Once the desired certificates are located select the pair with the latest expiry date. Select the **'Signing certificate'** first by checking the radio button that corresponds to that certificate.
6. Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer 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.



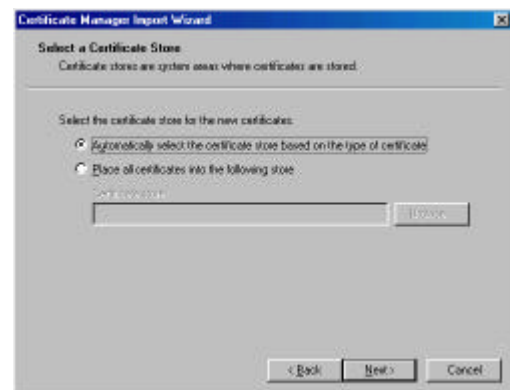
10. Select the **'Install Certificate'** button on the Certificate window. The 'Certificate Manager Import Wizard' window will then be displayed.



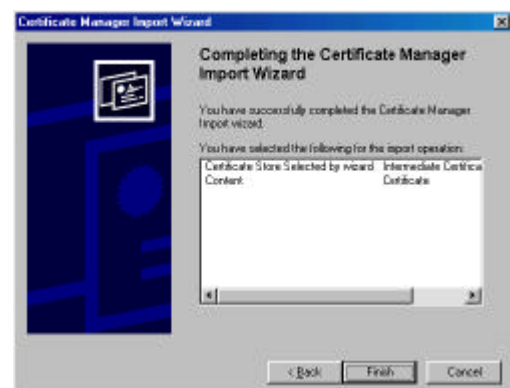
11. On the Certificate Manager Import Wizard Welcome window select the **'Next'** button.



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



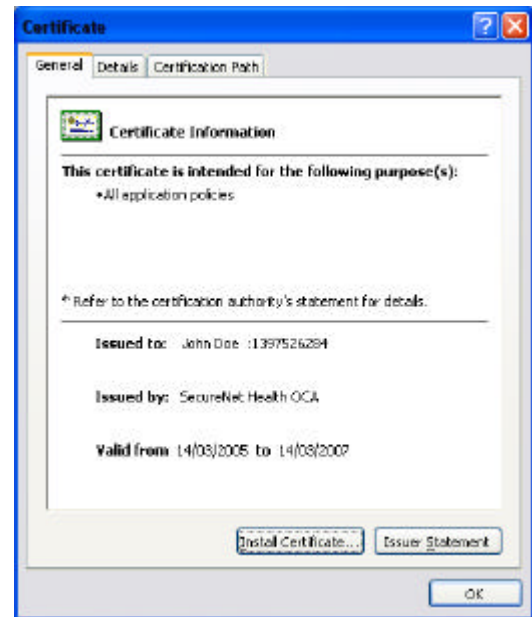
13. On the 'Completing the Certificate Manager Import Wizard' window select **'Finish'** button.



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



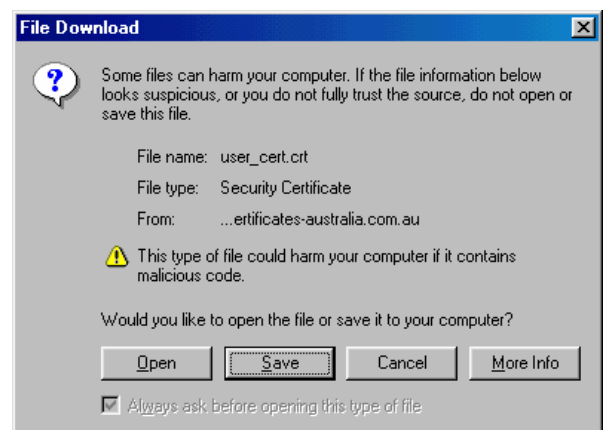
- Switch to the Certificate window and select the **OK** button



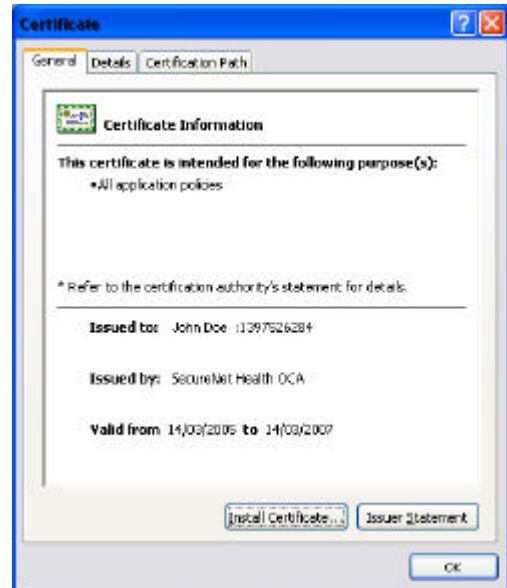
- Switch to Internet Explorer then select the Encrypting certificate to download by checking the radio button that corresponds to that certificate.
- Select the radio button that corresponds to 'application/pkix-cert (usually accepted by Internet Explorer and 3<sup>rd</sup> Party PKI Applications)'.
- 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.



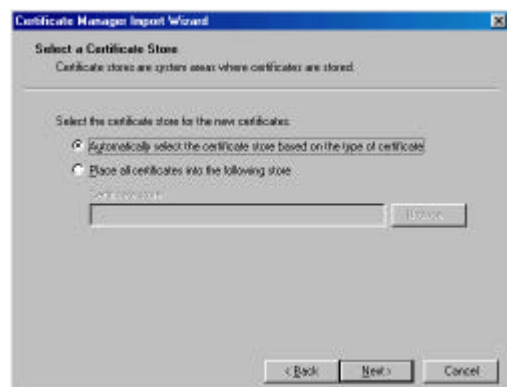
21. Select the **'Install Certificate'** button on the Certificate window. The 'Certificate Manager Import Wizard' window will then be displayed.



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.



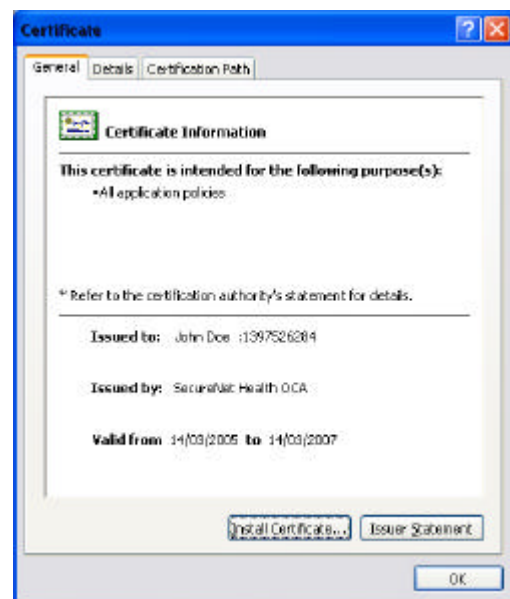
24. On the 'Completing the Certificate Manager Import Wizard' window select the '**Finish**' button.



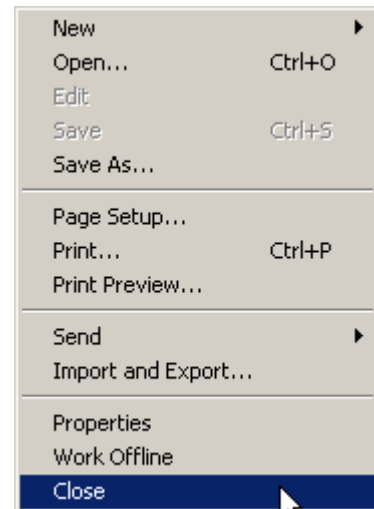
25. A Message box displaying the Message 'Import was successful' will then be displayed. Select the '**OK**' button.



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.