



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

OUTLOOK EXPRESS

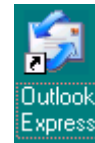
CREATING AN ACCOUNT

Setting up a new user Identity to use HeSA certificates

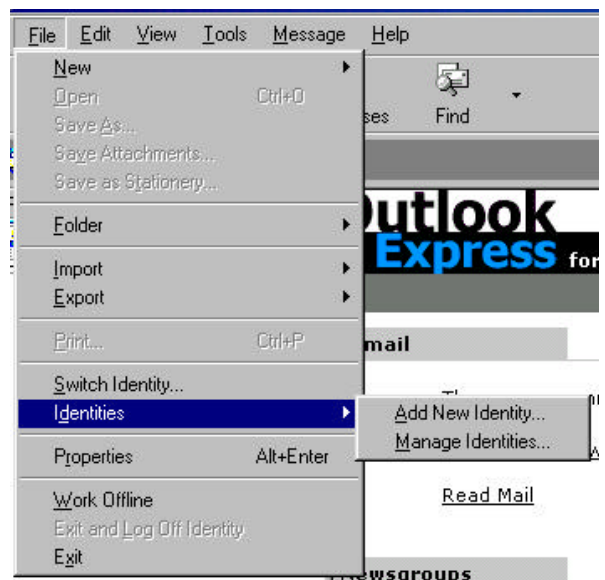
1. If you are using an individual key to sign and encrypt your email please ensure it is plugged in



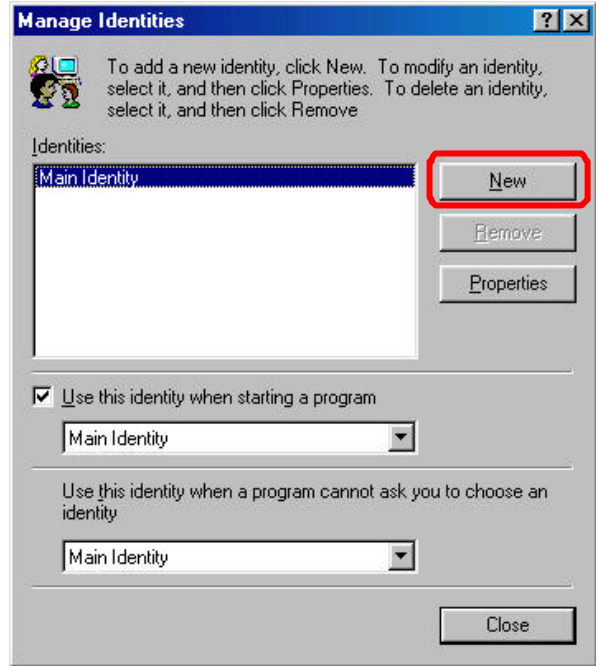
2. Open Outlook Express 6
You can do this by double clicking the Outlook Express Icon with the left mouse button.



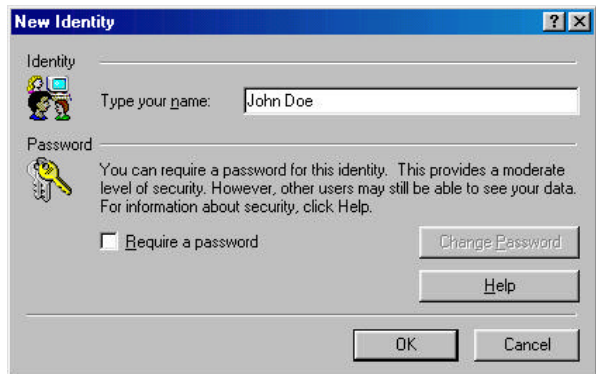
3. From the main menu select **'File'** then **'Identities'** then select **'Manage Identities'**.
The Manage Identities window will open.



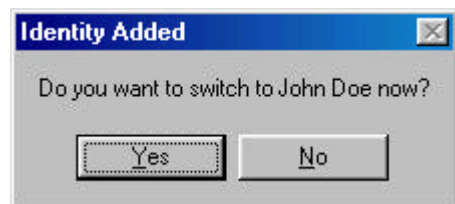
4. Select the **'New Button'** to create a new Identity.



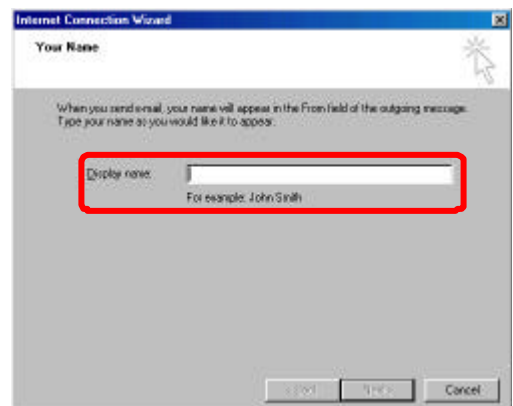
5. In the **'Type your name:'** field type the name of new user Identity then select the **'OK'** button.



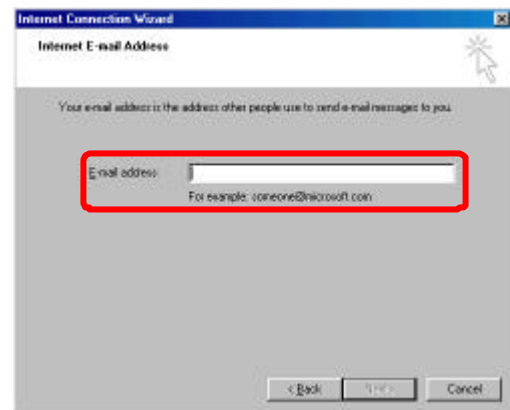
6. When prompted to change to the new Identity select the **'Yes'** button.
The Internet Connection Wizard dialog box will be displayed.



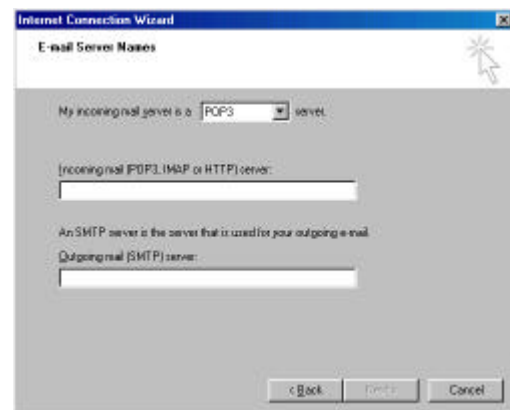
7. In the **'Display name:'** field type the Name you wish to appear on outgoing email messages.
8. Select the **'Next'** button to display the Internet Email Address window.



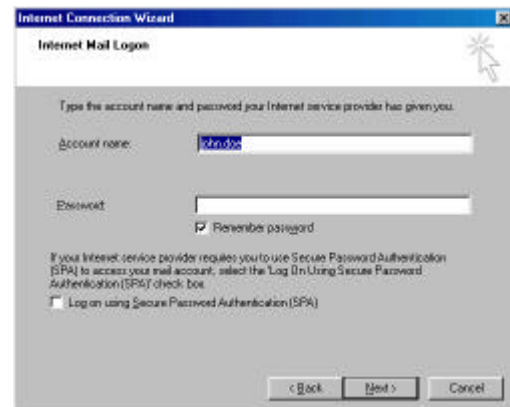
9. In the **'Email address:'** field type the email address as provided by your ISP or Network Administrator.
Note: This address must match the email address registered on the HeSA issued certificates.
10. Select the **'Next'** button to display the Email Server Names window.



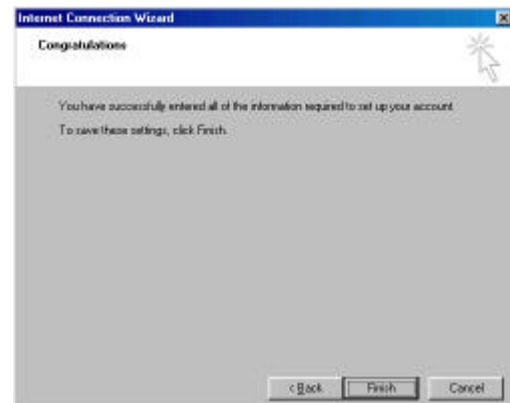
11. In the **'Incoming mail (POP3, IMAP or HTTP) server'** field type the name of the email server as provided by your ISP or Network Administrator.
12. In the **'Outgoing mail (SMTP) server'** field type the name of the outgoing email server as provided by your ISP or Network Administrator.
13. Select the **'Next'** button to display the Internet Mail Logon window.



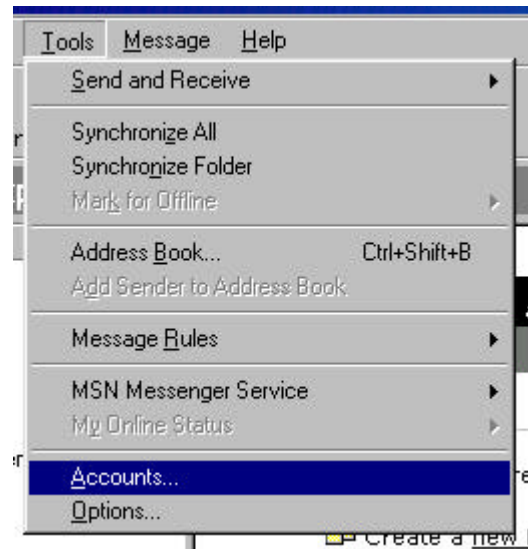
14. In the **'Account Name'** field type the email server login name for your email account.
15. In the **'Password'** field type the corresponding password for the account name.
16. Some email servers require Secure Password Authentication. If you are not sure then do NOT select the check box.
17. Select the **'Next'** button to display the Congratulations window.



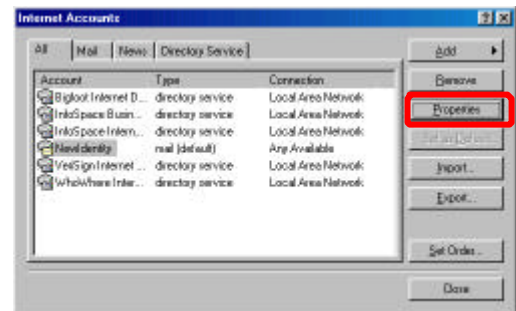
18. Select the **'Finish'** button to return to the Main window.



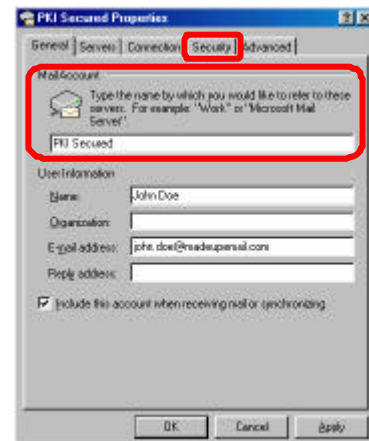
19. Select **'Tools'** from the main menu then select **'Accounts'**.



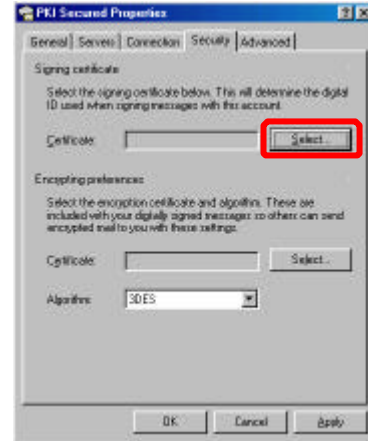
20. Highlight the Mail account you just created and select the **'Properties'** button.



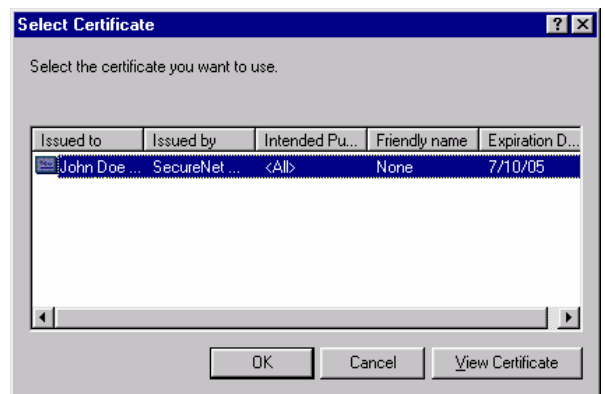
21. In the **'Mail Account'** field highlight the text and overtype **'PKI Secured'**.
22. Select the **'Security'** tab to display certificate information.



23. Select the **'Select...'** button in the signing certificate area to display available signing Digital IDs.



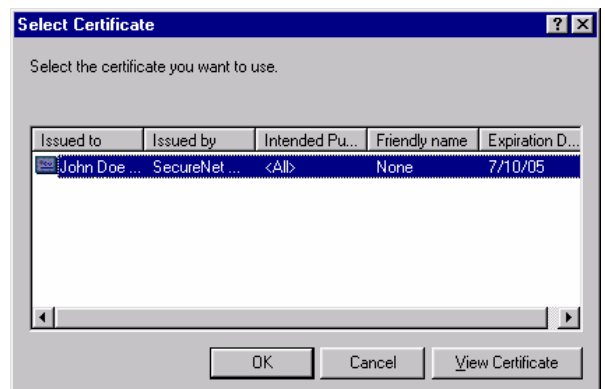
24. Select the **'Issued by'** column header to sort the list by issuer.
25. Scroll down the list until you locate the issuer of **'BCAPL Health OCA'**.
26. Highlight the certificate with the latest expiration date and select the **'OK'** button to return to the previous window.



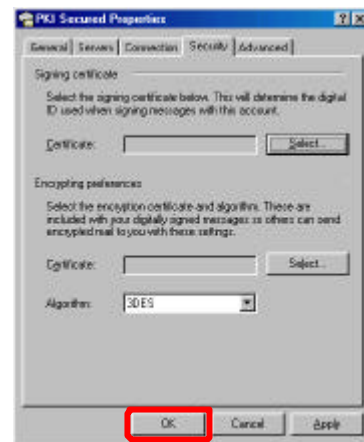
27. Select the **'Select...'** button in the encrypting preferences area to display available encryption Digital IDs.



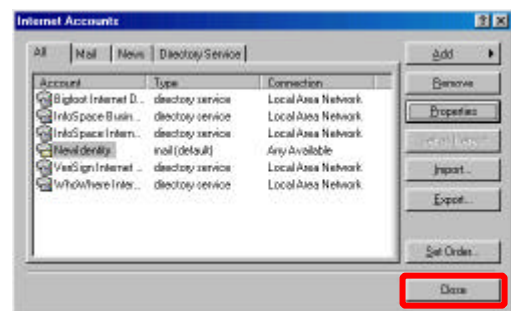
28. Select the **'Issued by'** column header to sort the list by issuer.
29. Scroll down the list until you locate the issuer of **'BCAPL Health OCA'**.
30. Highlight the certificate with the latest expiration date and select the **'OK'** button to return to the previous window.



31. Select the **'OK'** button to return to the Internet Accounts dialog box.



32. Select the **'Close'** button to return to Outlook Express.



You have now created a new Identity and email account.
You are now ready to send and receive Signed and Encrypted email messages using HeSA certificates.