

# ENTRUST

## Buying and using an secure email (S/MIME) certificate

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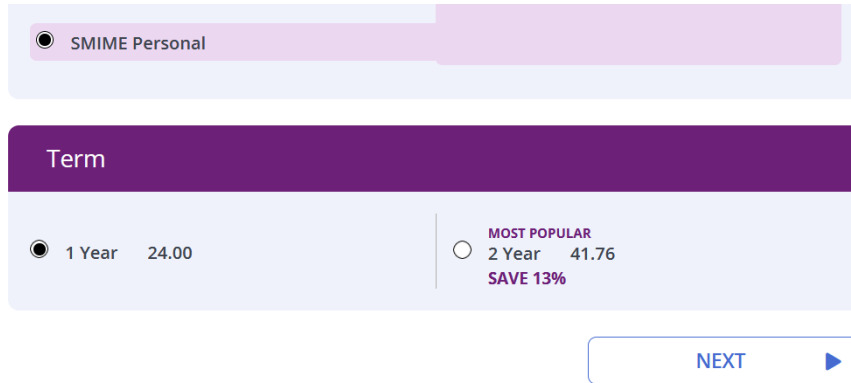
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## Starting your order

1. Go to <https://buy.entrust.net/index.html#/quoteOrder>.



● SMIME Personal

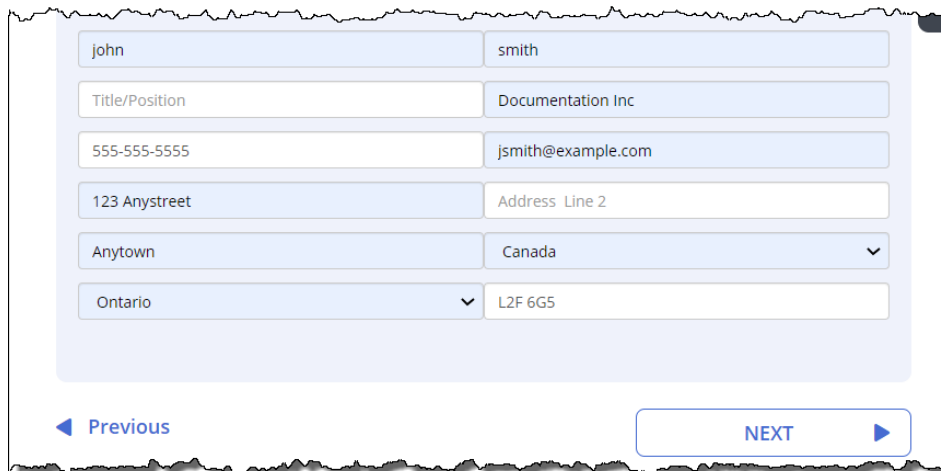
Term

● 1 Year 24.00

○ MOST POPULAR  
2 Year 41.76  
SAVE 13%

NEXT ▶

2. Select SMIME Personal. [Go here](#) to learn more.
3. Select the lifespan of the certificate.
4. Click Next.



john smith

Title/Position Documentation Inc

555-555-5555 jsmith@example.com

123 Anystreet Address Line 2

Anytown Canada

Ontario L2F 6G5

◀ Previous

NEXT ▶

5. Enter the **subscriber** information. The information you provide will be written into the certificate.
6. Click Next. If the Next button is not active, it is because a field is still empty.

Passphrase

Enter a passphrase. It will be required later.

.....

.....

Upper-case ✓ Lower-case ✓ Numeric ✓ Special character ✓ 8 Characters ✓ Match ✓

Previous NEXT

7. Enter a passphrase that conforms to the rules. You will use the passphrase when you pick up the certificate.
8. Click Next.

Payment

\* Fields with an asterisk are required.

Same as

john smith

123 Anystreet Address Line 2

Anytown Canada

Ontario L2F 6G5

9. Enter billing information.
10. Check I'm not a robot.
11. Accept the subscription agreement.
12. Click Buy Now. If the button is unavailable, it's because there is invalid or missing information.

Thank you for your order!

Your order number 5796315 has been submitted for processing.

t to John Smith. Once your order has been verified, instructions on how to dow sent to the contacts you have provided.

Track Your Order

13. Review the Thank you message. It contains your order number.



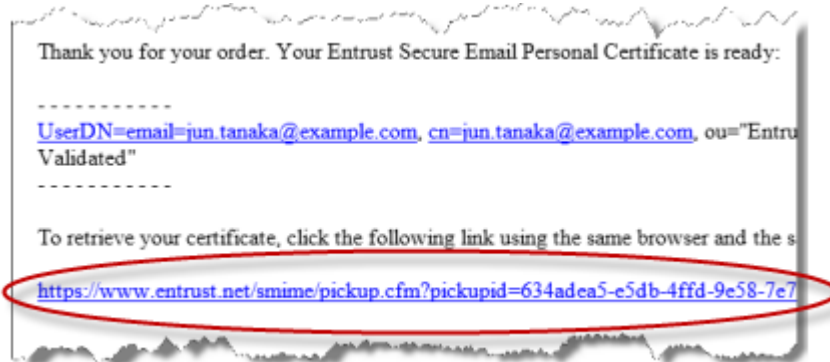
You are now ready to pick up and install your certificate.

# Picking up and installing your certificate

1. Log in to the computer where the certificate will be used.
2. On this computer, check your email for this message:

Entrust Certificate Ready: Order <your\_order\_number>

Note: Entrust sends your receipt in a separate message.



3. Click the second link in the email.

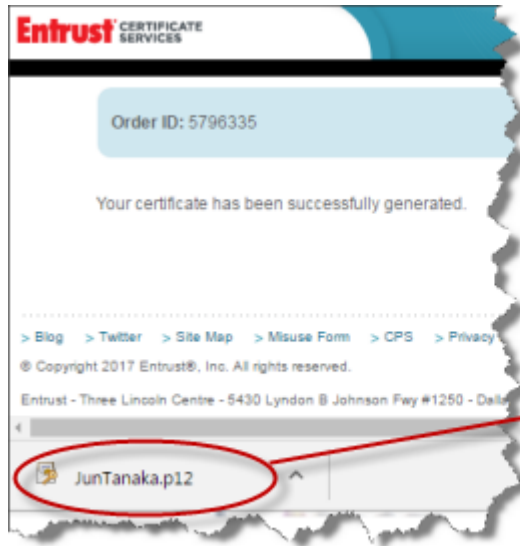
An agreement page opens.

4. Read the agreement.



5. Enter the passphrase you created when you ordered the certificate.
6. Click I ACCEPT.

The certificate is downloaded to your computer.



The downloaded certificate, as it appears in Chrome. Other browsers display the certificate differently.

7. Open the P12 file.

A wizard appears.

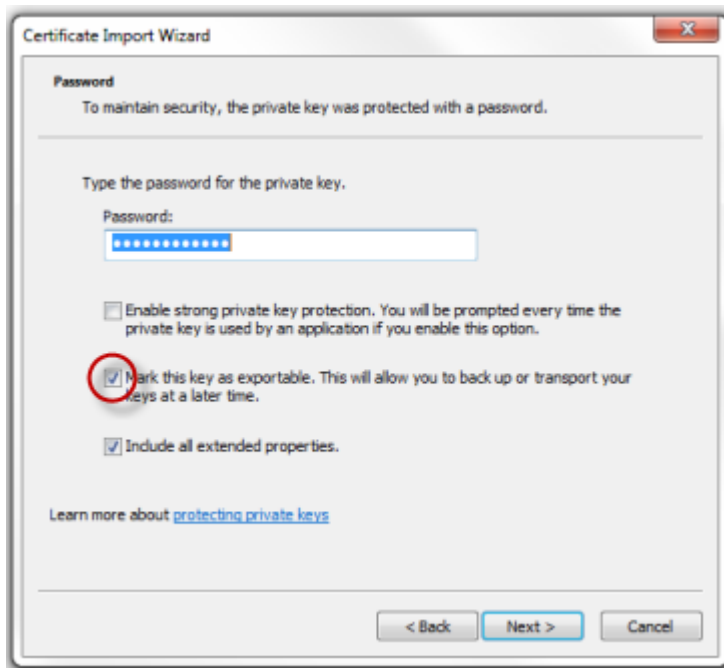


8. Click Next.

9. On the File to Import page, leave the default settings as they are and click Next.

The Password page appears.





10. On the **Password** page:
  - a. Specify a password. It can be different from the passphrase you specified earlier.
  - b. Select or deselect **Enable strong private key protection**, as desired.
  - c. (Highly recommended.) Select **Mark this key as exportable** if you might use your certificate (and corresponding private key) on another computer or mobile device in the future. If you don't make the key exportable, then the certificate can only be used on the current computer.
  - d. Leave **Include all extended properties** selected.
  - e. Click **Next**.
11. On the **Certificate Store** page, leave the default and click **Next**.
12. Click **Finish**.
13. On the success message, click **OK**.

You have now picked up and installed your certificate to your computer. You can now begin using it to secure email.

## Supported email applications

To use your Secure Email (S/MIME) Certificate, you'll need an email application that complies with the Secure/Multipurpose Internet Mail Extensions (S/MIME) standard. Examples:

- Microsoft® Outlook® 2007 and later\*
- Thunderbird®
- Mobile device email applications. See [this topic](#) for information related to email on your mobile device.

# Configuring Outlook or Thunderbird

You'll need to configure your mail application to "see" your Certificate.

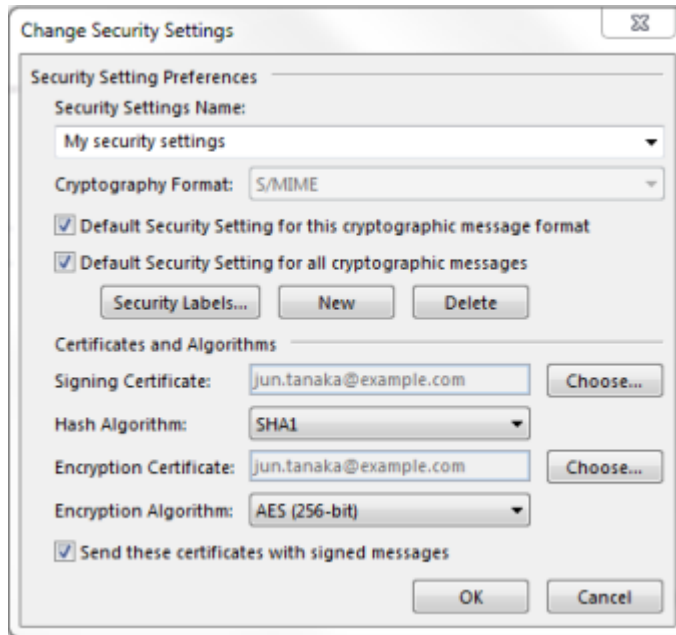
## Configuring Outlook 2016, 2013, 2010, 2007

1. In Outlook, click **File**.
2. From the list on the left, click **Options**.
3. From the list on the left, click **Trust Center**, and in the main pane, click **Trust Center Settings**.
4. From the list on the left, click **E-mail Security**, and in the main pane, click **Settings**.

The **Change Security Settings** dialog box appears.

5. Next to **Signing Certificate**, click **Choose** and select the certificate you just imported.
6. Next to **Encryption Certificate**, click **Choose** and select the certificate you just imported.
7. Ensure that **Send these certificates with signed messages** is selected.

The dialog box should look like this:



8. Click OK on all open dialog boxes.  
You're now ready to sign and encrypt email.

## Configuring Thunderbird to use the certificate

- [See this webpage](#) for instructions.

## Configuring IOS to use the certificate

- [See this webpage](#) for instructions

# Digitally securing email

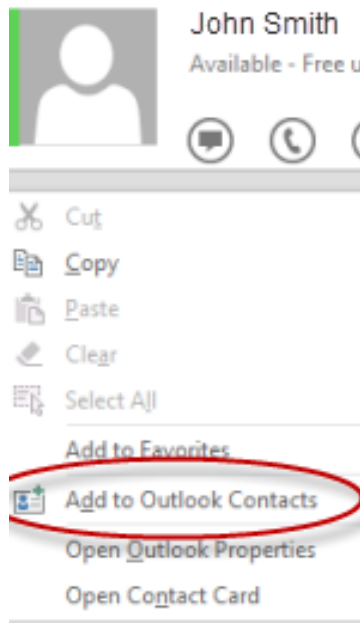
To **encrypt** email for someone, you'll need *their certificate*. (You can't use your own certificate.) Conversely, if other people want to encrypt email *for you*, they'll need *your* certificate.

Use the instructions that follow to exchange certificates and encrypt for each other.

## To exchange certificates

1. Each of you must send a digitally signed email to the another. Your respective certificates will be included in your email messages.
2. Each of you must add the other's certificate to your computer or device. Follow these instructions.

- In Outlook:
  - i. Double-click the signed message that you received from the other person.
  - ii. Right-click the sender's name.



- iii. Click Add to Outlook Contacts, or Update new information from this contact to the existing one, whichever is available. The effect is that the certificate gets added to the

sender's contact entry, and you can now use it to encrypt for them.

- In Thunderbird:
    - i. Take no action.
- Thunderbird automatically adds valid certificates to the **Other People's** tab of your **Certificate Manager** when you receive signed messages from them.

## Signing and encrypting email

To learn how to sign or encrypt email, click the link below.

- [Digitally secure email in Outlook 2016, 2013, 2010, and 2007](#)
- [Digitally secure email in Thunderbird](#)

## Can I use my certificate with Gmail or other free webmail applications?

No, but you can map your Gmail, Hotmail, Yahoo! and other webmail accounts to Outlook or another email application that supports your certificate. Click [this link](#) to find additional information on this topic.



## Can I use my certificate on my mobile device?

Yes, if you're using a supported device.

Supported devices and versions are available from [this link](#).

If your device is supported, follow the instructions below to set it up with your certificate.

## Set up your certificate on your mobile device

1. Export the certificate, following these instructions:
  - a. Open  Internet Explorer®.
  - b. Click  > **Internet Options** > **Content tab** > **Certificates**.
  - c. From the **Personal** tab, find your Secure Email (S/MIME) Certificate and double-click it.

- d. Click the **Details** tab and then click **Copy to File**.
- e. In the wizard, click **Next**.
- f. Click **Yes, export the private key** and click **Next**. If this option is not available, it might be because you didn't make the key exportable when you initially imported the certificate to the computer.
- g. Select **Personal Information Exchange – PKCS #12 (.PFX)** and leave everything else deselected. Click **Next**.
- h. Type and confirm a password. You'll need to use it when you import the certificate to your mobile device. Click **Next**.
- i. In the **File name** field, enter `C:\<yourname>.pfx`, and click **Next**.

Example: `C:\AliceSmith.pfx`

- j. Click **Finish**.
- k. Click **OK** on all open dialog boxes.

You have now exported your Secure Email (S/MIME) Certificate to a file on your `C:\` drive.

2. Email yourself the PFX file. Make sure it's available on your mobile device.
3. Open the email and tap the certificate to install it. When prompted, enter the same password you entered when you exported the certificate.
4. Enable S/MIME and start encrypting and signing.

## Glossary

Term	Definition
Digitally sign	When you digitally sign an email message, you are telling the recipient that it was you, and not an imposter, who sent the email. A valid digital signature also proves to that the email has not been tampered with.
Encrypt	When you encrypt an email message, you are scrambling it to prevent eavesdroppers from being able to read the contents while in transit or storage. Only the intended recipients are able to decrypt the message.
Entrust Certificate Services	A web-based platform that simplifies certificate management with 24x7 access to detailed technical insights for end-to-end lifecycle management of all of your digital certificates. Your technical contact is given access to this application when you order.
Secure Email (S/MIME) Certificate	An S/MIME certificate that you can use to encrypt and digitally sign email.
S/MIME	Secure/Multipurpose Internet Mail Extensions. S/MIME is a standard for digitally encrypting and signing email.
Subscriber	The person to whom the Secure Email (S/MIME) Certificate belongs. The subscriber is notified when the certificate requires a renewal or update.