Please ensure you have completed all steps in this document including the Outlook Email configuration steps for successful email encryption and signing services to function properly.

To obtain your PKI 2 Hon Public Identity certificate for use with Secure Email / email encryption. 1). Click on the link below to begin: Hon Public Identity

🖉 Symantec PKI Certificate Service - Confirm your identity - Windo WMAAfee
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English
Enroll: Confirm your identity Enrollment information Import certificate
Confirm your identity
Before your certificate can be issued, you must confirm you identity by entering identifying information.
1. Click Continue.
2. Enter the requested information.
Continue
Legal Notices Privacy
powered by Symantec
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2). Click the <Continue> button to proceed

3). Enter your **Eid** as (Username) and LDAP password then click continue

Symantec PKI Certificate Service - Windows Internet Explorer		W McAfee	
🚱 🕞 🔻 🔊 https://mpki.honeywell.com:9101/Logon.aspx?ReturnUrl=%2fDefault.aspx%2f%3fac%3d137806%26pf%3d2.16.840.1.11	13733.1.16.1. 💌 🔒 👉 🗙 ಶ Live Sea	arch	P •
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Symantec. PKI CERTIFICATE SERVI	ICE		
Confirm your identity			
Enrollment information			
Username:			
E123456			
Password:			
	Continue		
Done	Second Intrane	t 🖓	🔍 100% 🔹 .;;

4). Verify your information is correct then click continue

Symantec PKI Certificate Service - Verify your information - Windows Internet Explorer		W McAfee	
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Enroll: Confirm your identity Enrollment information Import contribute Verify your information Verify that the information associated with your certificate is correct, and complete any required fields ^a Required information Common name Anderson,Ward Email address Ward.C.Anderson@honeywell.com Email Ward.C.Anderson@honeywell.com Company Honeywell Informational Inc. Department S/MIME			~
Certificate nickname HON Public Identity	?		=
If your information is incorrect, contact your certificate administrator.			
hal.birkeland@honeywell.com			
By clicking Continue, I accept the terms and conditions.	Continue		
Legal Notices Privacy Done	Trusted sites	s 🥠	• • • 100% •

5). Click the <Install certificate> button in the lower right corner to continue

🖉 Symantec PKI Certificate Service - Install certificate - Windows Internet Explorer	W McAfee	X
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Enroll: contirm your identity Enrollment information Import certificate		~
Install your certificate		
Review these installation steps, and then click I. the process.		
1 Either create a PIN or enter your existing ate:		
If this is the first certificate you are inst each time you use your certificate.		
Remember this PINI. If you forget this PIN, you will not be able to use your certificate, and you will need to repeat the enrollment process to install another certificate.		-
 If you have previously installed a certificate on your computer or smart card, enter your existing PIN. 		
2 Wait for the certificate to be installed on your computer or smart card.		
Install certificate		
Legal Notices Privacy Copyright69 2014 Symantee Corporation. All rights reserved.		~
Done	es 🥠	• 🔍 100% • 🚲

6). Enter your PKI PIN and click <Submit> to continue

Symantec PKI Client	$\mathbf{\times}$
Enter the PIN for: My Computer	
Forgot your PIN?	
Canaal	
Cancel	
Symantec.	

7). Once you receive the confirmation window that "Your certificate enrollment is now complete" Close your browser window and proceed to the Post enrollment instructions below to configure Microsoft Outlook in order to utilize your new certificate for email encryption and digital signing.

Post Certificate Enrollment steps to configure Microsoft Outlook 2010 & 2013 (O365) for email encryption and digital signing to utilize your new PKI certificate.

**Please skip to page 5 for Office 365 / Outlook 2013 instructions.

1). Open MS Outlook

2). Click on **Tools** ->**Trust Center** ->Click on **E-mail Security** ->Click on **Settings** tab. Make sure "Send clear text signed message when sending signed messages" check box is checked as shown

Trust Center	
Trust Center Trusted Publishers Add-ins Privacy Options E-mail Security Attachment Handling Automatic Download Macro Security Programmatic Access	Frocypted e-mail And digital signature to outgoing messages Add digital signature to outgoing messages Send clear text signed messages when sending signed messages Default Setting: PK12:0 Hon Public Identity Settings Digital Dis (certificates) Digital Dis (certificates are documents that allow you to prove your identity in electronic transactions. Lublish to GAL Import/Export Get a Digital D Read all standard mail in plain text Sector I folders Allow script in shared folders Allow script in Public Folders
	OK Cancel

3). Ensure all the check-boxes are checked in the **Change Security Settings** pop-up.

4). Click on each **Choose** button individually & select your latest valid certificate in the **Select Certificate** pop-up and click on **OK**. You can click on the certificate to know more details (Issued to, validity period, status etc) about it.

	Change Security Settings .
	Security Setting Preferences
Ш	Security Settings Name:
	PKI 2 Profile Settings 🔹
	Cryptography Eormat: S/MIME
	Default Security Setting for this cryptographic message format
	Default Security Setting for all cryptographic <u>m</u> essages
	Security Labels <u>N</u> ew <u>D</u> elete
	Certificates and Algorithms
	Signing Certificate: HON Public Identity <u>Choose</u>
	Hash <u>A</u> lgorithm: SHA256
	Encryption Certificate: HON Public Identity Choose
	Encryption Algorithm: AES (256-bit)
	Send these certificates with signed messages
	OK Cancel

5. Please ensure the Hash Algorithm is selected to SHA2 (SHA256) & Encryption Algorithm to AES (256-bit) for Security Settings. Click $OK \rightarrow Apply \rightarrow Ok$ to complete.

Please see the example of pop-up window for certificate selection shown below.6). Choose the **Hon Public Identity** certificate for your new encryption & signing certificate configuration.



7). Restart your outlook to save the configuration changes.

Your outlook is now successfully configured for sending/reading encrypted emails.

Once you have completed all the above steps please revert to the PKI 2 website (click here <u>PKI 2</u>) and complete Step # 3. This is the revocation of your legacy PKI 1 certificate and will complete your request.

Post Certificate Enrollment steps to configure Microsoft Outlook 2013 for email encryption and digital signature utilizing your new PKI certificate.

- 1). Open Microsoft Outlook 365
- 2). Click on the File pull down Menu

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3). Click on the Options menu

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a metan	Accou	nt Information
Open & Export	SS Davinder A Microsoft	rors@HoneywsIl.com Exchange
	💠 Add Account	
(Print)	Account Settings -	Account and Social Network Settings Change settings for this account or set up more connections.
Diffice Account		https://doBe#001.global.dl.honeyvell.com/owa/ Connect to social networks.
	Automatic Replies	Automatic Replies (Out of Office) Use automatic replies to netify others that you are out of offic not available to respond to e-mail messages.
	Geamup Teols -	Mailbox Cleanup Manage the size of your mailbox by emptying Deleted Items a
		Last Updeted: 943 PM Lost Updeted: 943 PM Voir mailton is near the maximum storage limit. Active create additional free space.
		Empty Deleted Items Folder
	Manage Rules	Rules and Alerts Use Rules and Alerts to help organize your incoming a mail m unders when items are added, changed, or removed.

4). Click on the Trust Center option

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Del DFC DL CORP HWAM TEAM 12 Eschange Support Entra Concultum Financial Acumen Financial Acumen Financial Acumen Gent Gebut TSM 19 Global Stan, Pol. 1 In GGALS HTS Ops Manager 1 HP RAC	Start up options Start up options Make Quitook the default program for E-mail, Contacts,	and Calendar Default Brograms	
Mail Calendar Pe		OK Cancel	
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5). Click on the Email security option



6). Click on Settings option as shown below



Ensure all the check-boxes are enabled in the **Change Security Settings** pop-up window and also ensure the Hash Algorithm is selected to SHA2 (SHA256) & Encryption Algorithm to AES (256-bit) respectively in the Change Security Settings window as seen below then continue.

7). Click on each **Choose** button individually & select the **Hon Public Identity** certificate for your new encryption & signing certificate configuration in the **Select Certificate** pop-up and click on **OK**

Change Security Settings	×
Security Setting Preferences Security Settings Name:	
PKI 2 Profile Settings	
Cryptography <u>F</u> ormat:	/MIME 👻
Defaul <u>t</u> Security Settin	g for this cryptographic message format
Default Security Settin	g for all cryptographic messages
Security Labels	New Delete
Certificates and Algorithm	
Signing Certificate:	ION Public Identity
Hash <u>A</u> lgorithm:	HA256
Encryption Certificate:	ION Public Identity
Encryption Algorithm:	ES (256-bit)
Send these certificates	with signed messages
	OK Cancel

The Select Certificate window should appear and the correct PKI 2 HON Public Identity certificate sample is shown below for your review and awareness for the Step 7 'Choose' selections above.



8). Restart your outlook to save the configuration changes.

Your outlook is now successfully configured for sending/reading encrypted emails.

Once you have completed all the above steps please revert to the PKI 2 website (click here <u>PKI 2</u>) and complete Step # 3. This is the revocation of your legacy PKI 1 certificate and will complete your request.