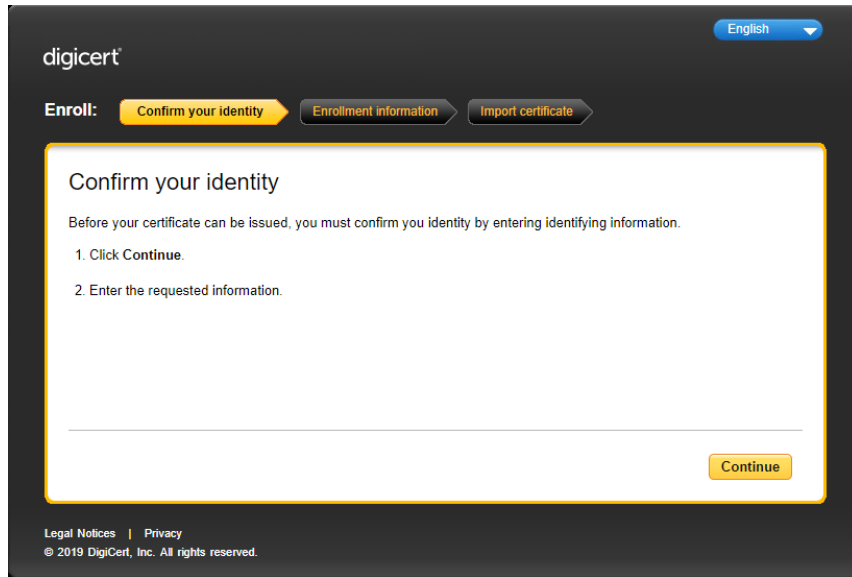Please ensure you have completed all the steps in this document including the Outlook Email configuration steps for successful email encryption and signing services to function properly.
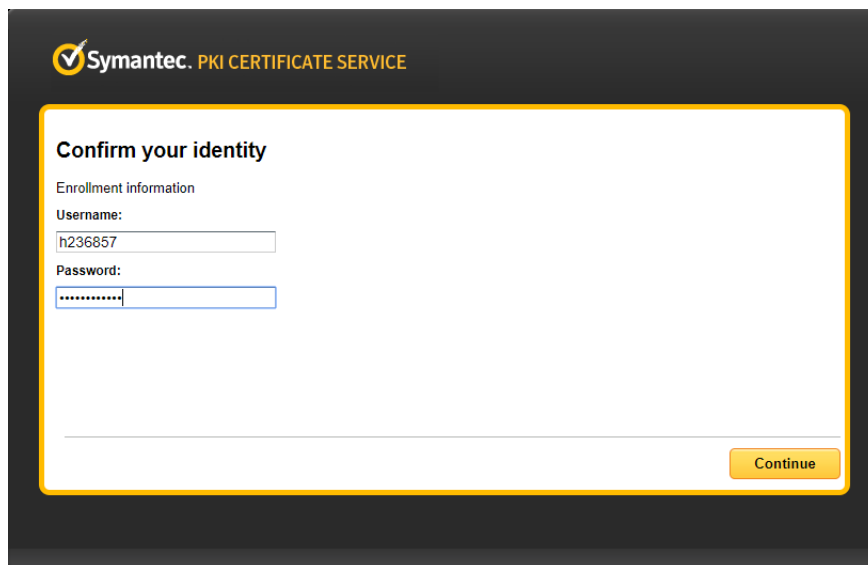
To obtain your PKI 2 Hon Public Identity certificate for use with Secure Email encryption:

1. Click on the link below to begin:
   Hon Public Identity

2. The **Symantec PKI Certificate Service** enrollment wizard starts. Click **Continue**.

3. Input your EID (as **Username)** and LDAP **Password** and click on **Continue**.

4. Verify your information and that **HON Public Identity** is listed in the **Certificate nickname** field. If the information is valid then click on **Continue**. If it is not, discontinue this process and contact your certificate administrator
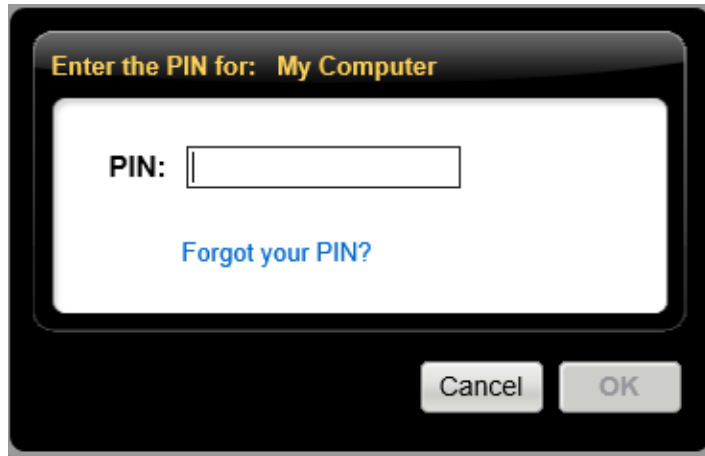

5. **Install your Certificate** screen displays. Review the installation steps and click **Install Certificate**.

6. At **Enter the PIN** popup window, enter your **Symantec PKI PIN**. Click **Submit**.

Note: If installing the first certificate on the laptop, you must create and confirm the PIN that will be used to access the PKI certificate

7. Click **OK.** The Installing your certificate window opens, displaying the progress of the certificate installation. The PKI certificate will take approximately 30 to 90 seconds to install

8. When the installation is completed, a message displays indicating the certificate enrollment.

9. Close the browser window.

- **To configure Microsoft Outlook 2013 and 2016 for email encryption and digital signature: -**

1. Go to **File** in Outlook
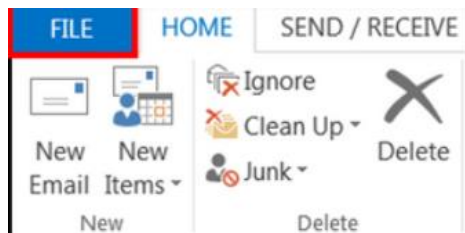
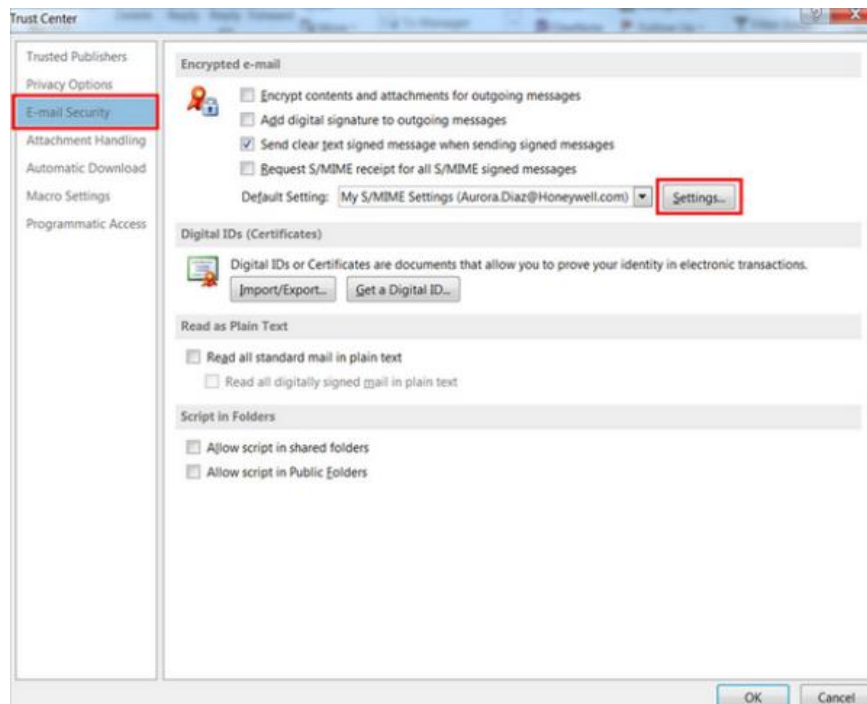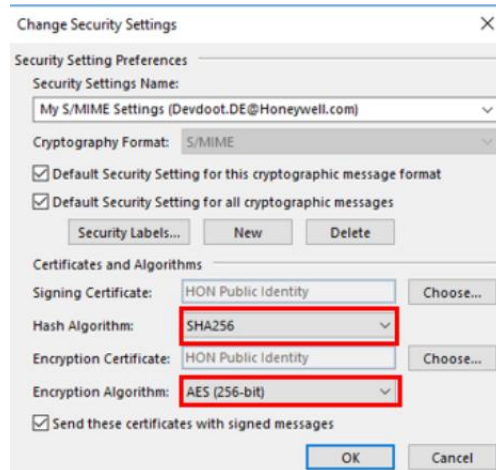2. In the left panel go to **Options**.
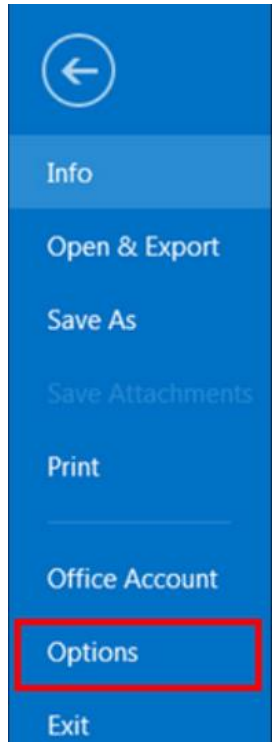
3. Select the **Trust Center** tab and click on **Trust Center Settings**.
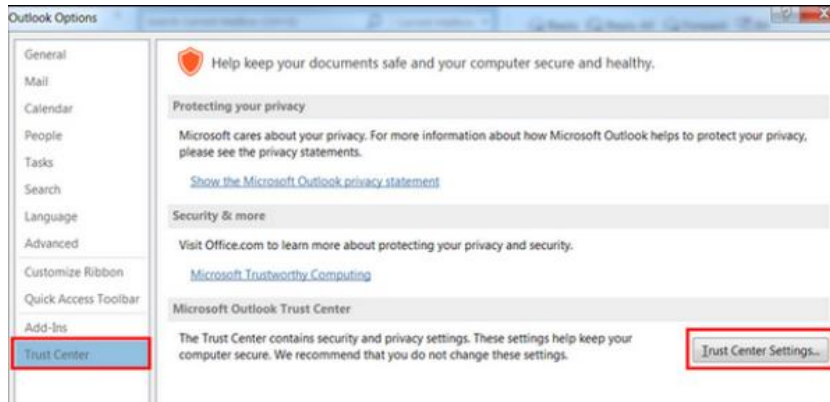
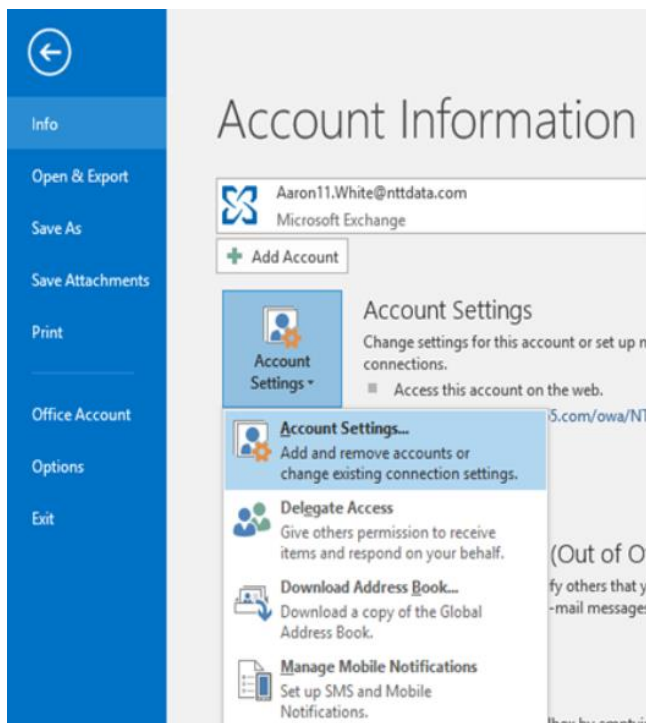4. Select the **Email Security** tab and click on the **Settings...** button.

5. Click the drop-down in the Hash Algorithm and select SHA256 and Click the drop-down in Encryption Algorithm and select AES (256-bit). Click OK and Restart Outlook.
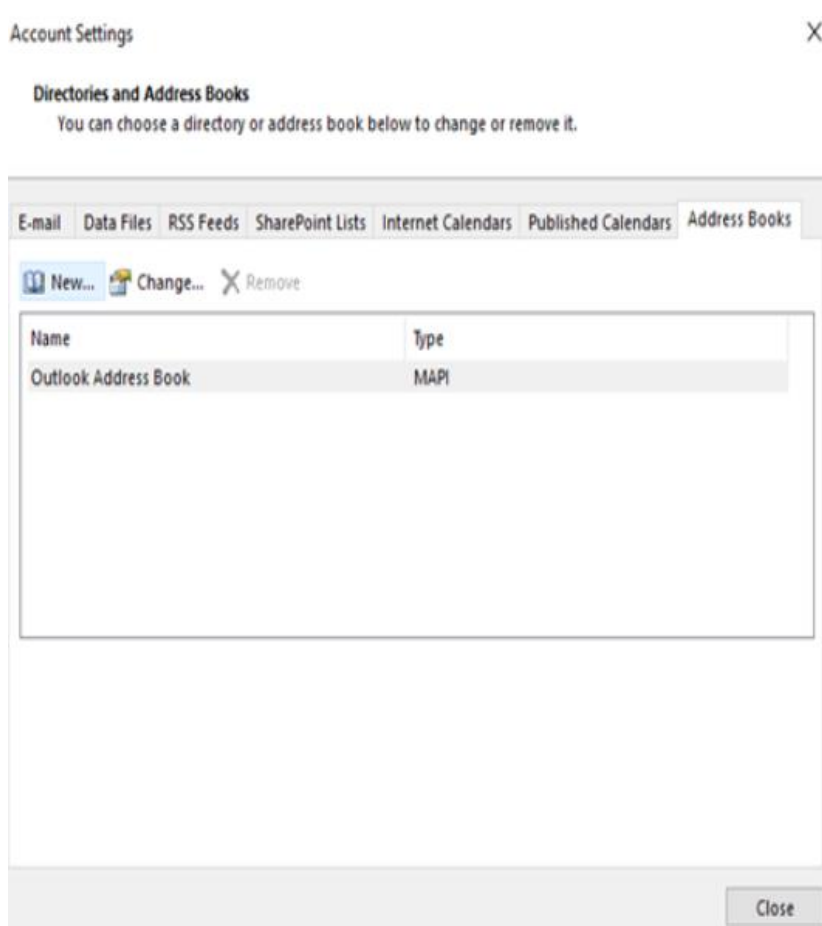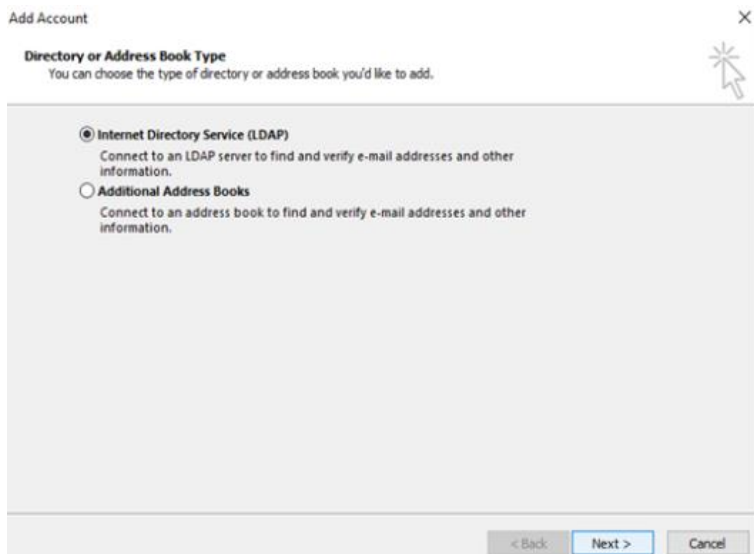
To add the PKI Directory to Outlook

1. Go to **File** in Outlook, select the **Account Settings** drop down menu and open **Account Settings.**
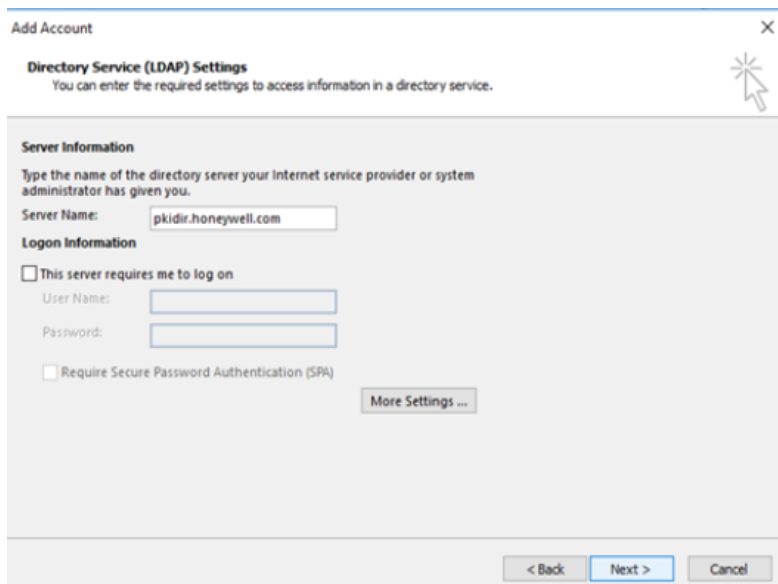
2. Go to the **Address Books** tab and select **New.**

3. Select **Internet Directory Service (LDAP)** and choose **Next**

4. Add **pkidir.honeywell.com** to the **Server Name** and choose **Next**

5. Click on **Finish**

    Microsoft Outlook will need to be restarted for the changes to go into effect but is now configured to send and read encrypted emails.