


SETTING UP OUTLOOK EMAIL- W / REPLACEMENT CAC

If you just replaced your CAC, please follow these instructions to set up Outlook with your new certificates.

STEP 1: REMOVE PREVIOUS PKI CERTIFICATES FROM THE MICROSOFT EDGE (ME) KEY STORE

1. Sign on to the computer and open **MICROSOFT EDGE** and click **THE THREE DOTS ON THE FAR RIGHT OF YOUR PAGE**  **SETTINGS**
2. Select the **PRIVACY, SEARCH, AND SERVICES TAB**, scroll down to **SECURITY** and select **MANAGE CERTIFICATES**
3. Highlight your previous **PERSONAL CAC**-based certificates and click **REMOVE**
 - a. **REMOVE ALL YOUR PERSONAL CERTIFICATES** (LASTNAME.FIRST.MI.EDI) examples:
 - i Example: DOE.JOHN.A. 1013948234 DOD ID CA-49
 - ii Example: DOE.JOHN.A. 1013948234 DOD EMAIL CA-48
 - b. **DO NOT REMOVE** any "software-based" group up certificates used for organizational e-mail accounts (i.e **USAF CERTIFICATES**). Those certificates are indicated by their account name for the org box.
4. Close Microsoft Edge, then **RESTART YOUR COMPUTER** ****AFTER REMOVING YOUR PREVIOUS CERTIFICATES YOU MUST RESTART YOUR COMPUTER TO UPDATE YOUR PROFILE SETTINGS****

STEP 2: LOAD NEW EMAIL CERTIFICATES TO MICROSOFT OUTLOOK

1. After completing all actions in Step 1, and you have signed-out then signed-in again, go to item 2
2. Open **MICROSOFT OUTLOOK** & click **FILE**, then click **OPTIONS**
3. Click **TRUST CENTER**, then click **TRUST CENTER SETTINGS** button
4. In the next window, in the menu on the left side, select **EMAIL SECURITY**
5. Click the **SETTINGS** button under Encrypted email heading, the **CHANGE SECURITY SETTINGS** box will appear
6. The **SIGNING CERTIFICATE** and **ENCRYPTION CERTIFICATE** windows will be blank. Click **CHOOSE** and select the appropriate certificate in each instance (for signing certificate select your **SIGNATURE CERTIFICATE**, for encryption certificate select your **ENCRYPTION CERTIFICATE**). Once the two certificate boxes are filled, click **OK**.

STEP 3: MAKE CERTIFICATES AVAILABLE TO WINDOWS (PUBLISH TO GAL)

1. After completing Step 2, go to the bottom right corner your screen and select the **ARROW** next to the date.
2. Find the **ACTIVCLIENT AGENT** app and select it, then press open.
3. Once the window for **ACTIVCLIENT** Agent opens, go towards the top of the window and select the **TOOLS** tab.
4. On the dropdown, select **ADVANCED** and then **MAKE CERTIFICATES AVAILABLE TO WINDOWS**. Afterward, wait until there is a pop-up and select **OK**.
5. Once that is completed, **RESTART YOUR COMPUTER**.

STEP 4: RECOVER YOUR CERTIFICATES

As you go through your inbox to open old encrypted emails, you will get an error stating certificates cant be found or no certificates available, follow the instructions to recover your old certificates from the key recovery website <https://ara-5.csd.disa.mil>.