## New CAC or Reset Certificates

- 1. Logon to user profile with CAC
- 2. Open IE
- 3. Select the Gear in the upper right hand corner and select Internet Options.



4. Select the **Content Tab** and select the **Certificates** button. In the Certificates window, <u>select all of the certs</u> and select **remove**. Select Yes or OK on the pop-up then select close. Select Clear SSL State button.

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5. Exit IE and restart computer.

## Publishing Certs to GAL

- 1. After computer restart, logon to user profile with CAC
- 2. Open Outlook
- 3. Navigate to File >> Options >> Trust Center >> Trust Center Settings



4. Select Email Security tab and Settings Button

Trust Center		?	×					
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- 5. In the Change Security Settings window, verify the Security Settings Name box is populated. Next Choose the two certs:
  - a. Signing Cert is your first recent DOD cert. Insert PIN when prompted.
  - b. Encryption Cert is your Email Cert. Insert PIN when prompted.

Change Security Settings							
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Encryption Certificate:				Choose			
Encryption Algorithm:	3DES		$\sim$				
Send these certificates with signed messages							
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Select OK to save.

- 6. Back on the Email Security window, select **Publish to GAL**. When prompted, enter PIN. Wait for message stating certs were successfully published. Select OK.
- 7. Exit Outlook.