## How to Load the CMS Mail Certificate

These instructions are for Windows 2000 and Windows XP computers wired into our Marine Science network (not for wireless).

If you see this annoying little popup when you're entering Outlook or Outlook express, and again when you send your first e-mail



You can get rid of it by loading the certificate into your PC, using the following procedure. Installing the certificate authority doesn't exempt you from authorizing yourself to the mail server with your username and password. It just allows the self signed certificates from our server to be authorized.

Click on the Start button then click Run. Type in  $\ns2\Software$  after "Open: " and click [ Ok ]. You have to be on our Marine Science network to be able to access  $\ns2\Software$ . If you want to do this from home, you'll have to copy the certificate to a floppy to take home, or ftp it from seas, in the /usr/local/downloads directory.



If you get a popup box asking for a username and password, the username is "guest", leave the password blank. If you're using XP, check the box to save the password then click OK.

Find the folder MailCertificate and click on it. Click on mail\_cert.cer

The following window should appear -

Certificate 🛛 💽
General Details Certification Path
Certificate Information
This certificate is intended for the following purpose(s): • All issuance policies • All application policies
Issued to: Douglas Myhre
Issued by: Douglas Myhre
<b>Valid from</b> 5/20/2005 to 5/18/2015
Install Certificate
ОК

Click on [Install Certificate...]

## A "Certificate Import Wizard" will appear.



Click on the [ Next> ] button.

The next screen titled "Certificate Store" appears

ertificate Import Wizard	
Certificate Store	
Certificate stores are system are	eas where certificates are kept.
Windows can automatically selec	t a certificate store, or you can specify a location for
<ul> <li>Automatically select the c</li> </ul>	ertificate store based on the type of certificate
O Place all certificates in the	following store
Certificate store:	
	Browse
	< <u>B</u> ack <u>Next</u> Cancel

The option "Automatically select the certificate store based on the type of certificate" should be selected, click [ Next> ].

Finally	the	Completing	the	Certificate	Import	Wizard"	screen	appears.
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Certificate Import Wizard	ALA 10 446 144	2			
	Completing the Certificate Import Wizard You have successfully completed the Certificate Import wizard.				
	Certificate Store Selected Content	Automatically determined by t Certificate			
	<				
2	<u>B</u> ack	Finish Cancel			

click on the [ Finish ] button.

Another window will pop up asking you to verify the authenticity of the certification authority.

Security	y Warning					
	You are about to install a certificate from a certification authority (CA) claiming to represent: Douglas Myhre Windows cappet validate that the certificate is actually from "Douglas Myhre". You should confirm its origin by contacting "Douglas Myhre". The					
	Following number will assist you in this process: Thumbprint (sha1): 07B6047F E95FCBF2 404C9364 666DF697 AA8D8541					
	Warning: If you install this root certificate, Windows will automatically trust any certificate issued by this CA. Installing a certificate with an unconfirmed thumbprint is a security risk. If you click "Yes" you acknowledge this risk. Do you want to install this certificate?					
	Yes You want to install this certaincate?					

Click [ Yes ].

You should get a windows which says "The import was successful.".



Click the  $[\ OK\ ]$  button. You'll be left with the original "Certificate" window.



Click the [ OK ] button to close it.

Now you shouldn't see the warning about the mail certificate when you start Outlook.