

EWA-Canada Proprietary



EWA-CANADA

CanCERT PKI

Certificate Installation Procedures
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1 OBJECTIVE

This document is intended to provide guidance on how to import certificates of CanCERT PKI subscribers, downloadable from <http://www.ewa-canada.com/certsearch fld/certsearch.php>, so that others can interact with CanCERT PKI subscribers using encryption and digital signatures.

2 SCOPE

These procedures cover the importation certificates using Microsoft Outlook 2000 and Internet Explorer 5.5.

There are three sets of procedures: Downloading The P7C File, Trusting The CanCERT CA and Associating A Certificate With A Person. Trusting the CanCERT CA only needs to be done once per machine the certificates will be used on. Associating A Certificate With A Person will need to be done for every subscriber that you wish to communicate with.

3 DOWNLOADING THE P7C FILE

Downloading the subscriber's P7C file must be done before either of the following procedures can be performed. This is done the following way:

1. Go to the EWA-Canada CanCERT Certificate Search page at <http://www.ewa-canada.com/certsearch fld/certsearch.php>.
2. Search for the subscriber who's certificate you want to use. You can search by the subscriber's last name, e-mail address or common name.

The search engine will support letters and numbers from the English language, dashes (-), ampersands (@) for an e-mail search and the wildcard character (*).





3. Click the name of the subscriber you were searching for under the Common Name heading to download their .p7c file.



4. Internet Explorer may ask you what you would like done with the file. Select 'Save this file to disk' and click 'OK.'
5. Select where you would like to download the file to and select 'Save.' The file should download in a short time.

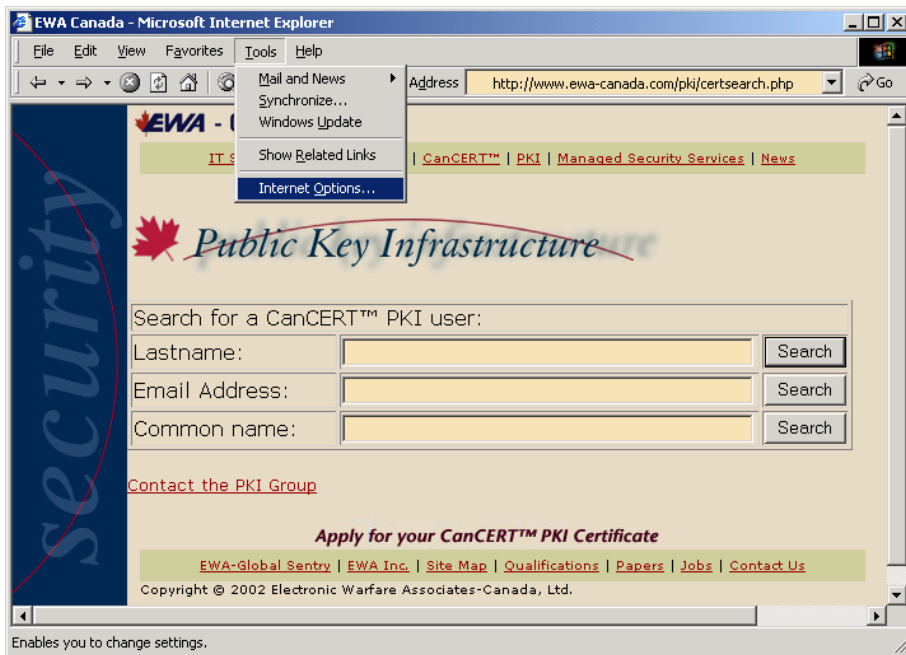
Clicking the e-mail address will result in your default e-mail application opening a new message with that e-mail address as the recipient.



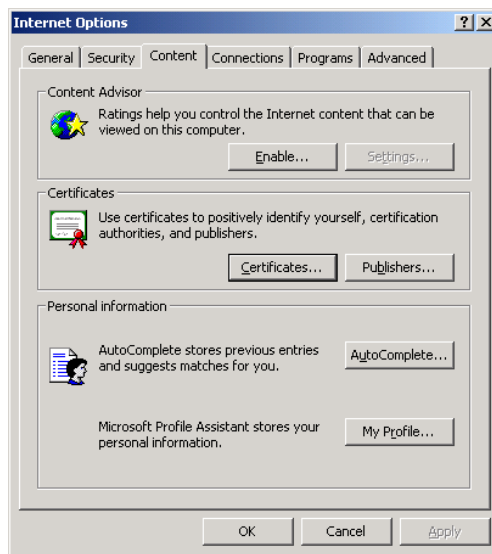
4 TRUSTING THE CANCERT CA

This procedure is performed so that Windows, Outlook and other software will trust the CanCERT Certificate Authority to issue legitimate subscriber certificates. This means that any authentic certificates you use from the CanCERT Certificate Authority will be trusted, drastically reducing warning messages received when using the certificates.

1. Open Microsoft Internet Explorer.
2. Select Tools->Internet Options.

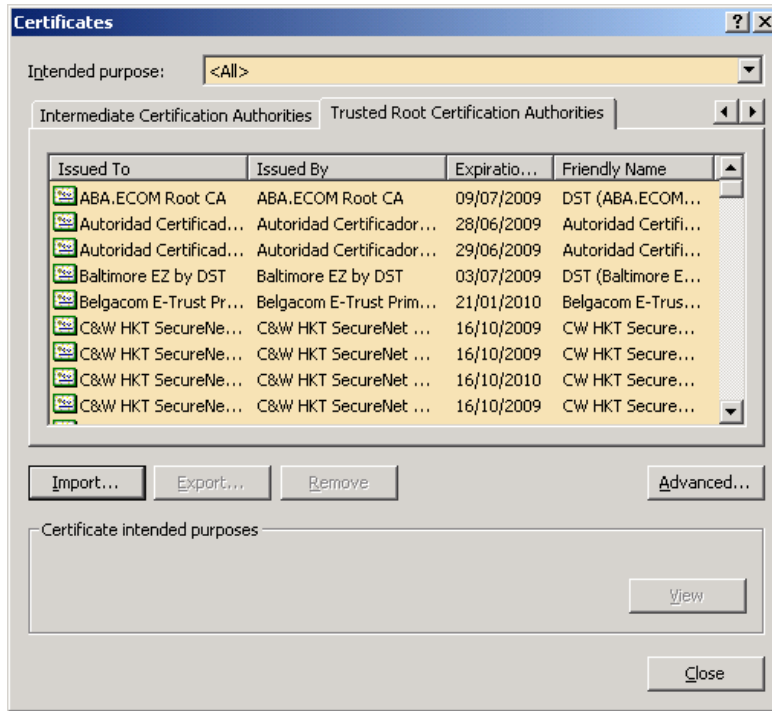


3. Select the 'Content' tab and click the 'Certificates' button.

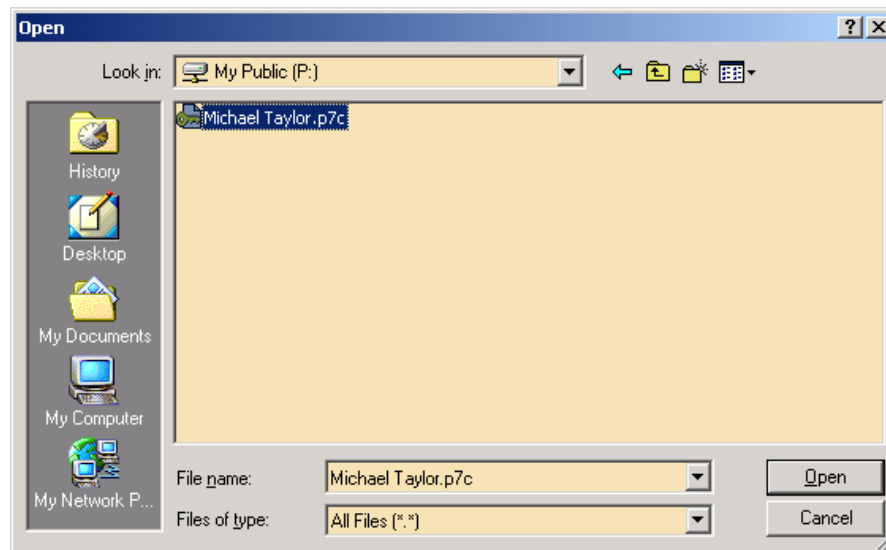




4. In the 'Certificates' dialog, press the 'Import' button.

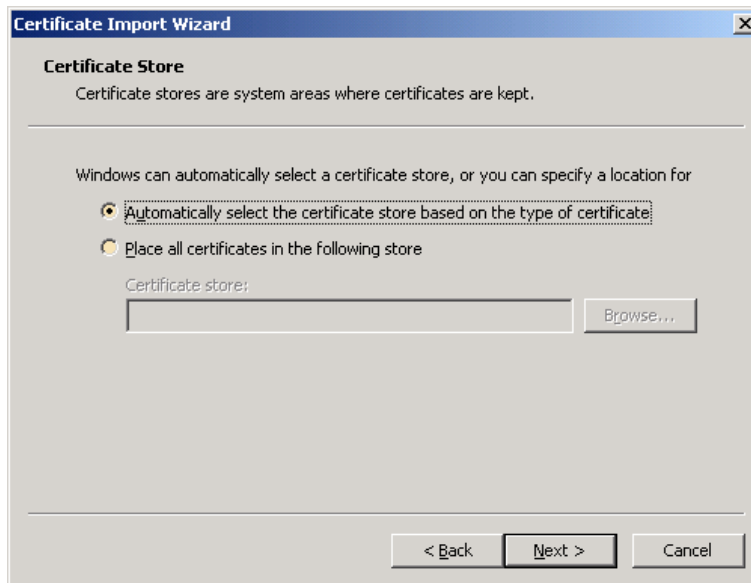


5. The 'Certificate Import Wizard' will appear with a welcome screen. Click 'Next' when you are ready to select the certificate.
6. Enter the path and filename of the P7C file you want to import or press 'Browse' to look for the P7C file you downloaded. If you choose to browse for the file then you must change the 'Files of Type' category to 'All Files (*.*)'. Once you have the file location click 'Next.'

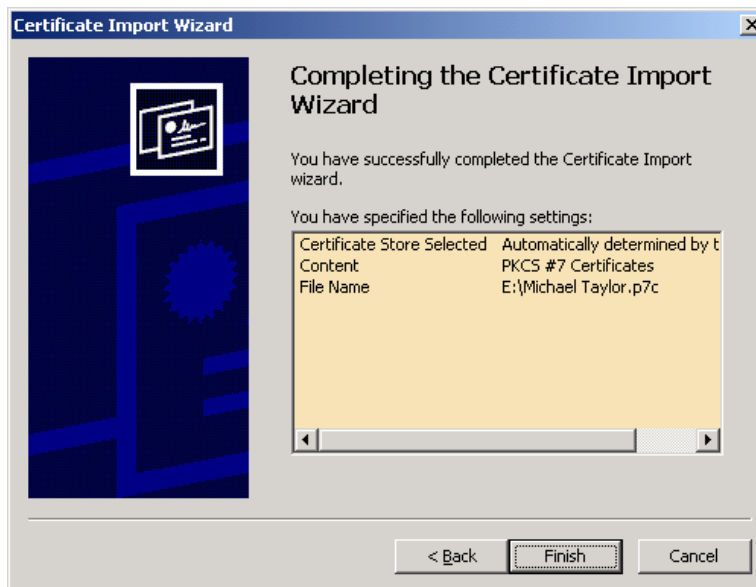




7. On the 'Certificate Store' window select 'Automatically select the certificate store based on the type of certificate.' Press 'Next.'



8. Windows should now indicate that the 'Certificate Import Wizard' completed successfully. Press 'Finish' once you are done looking at the details.

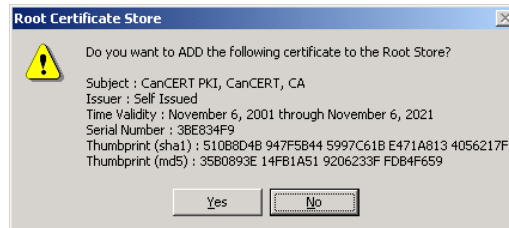




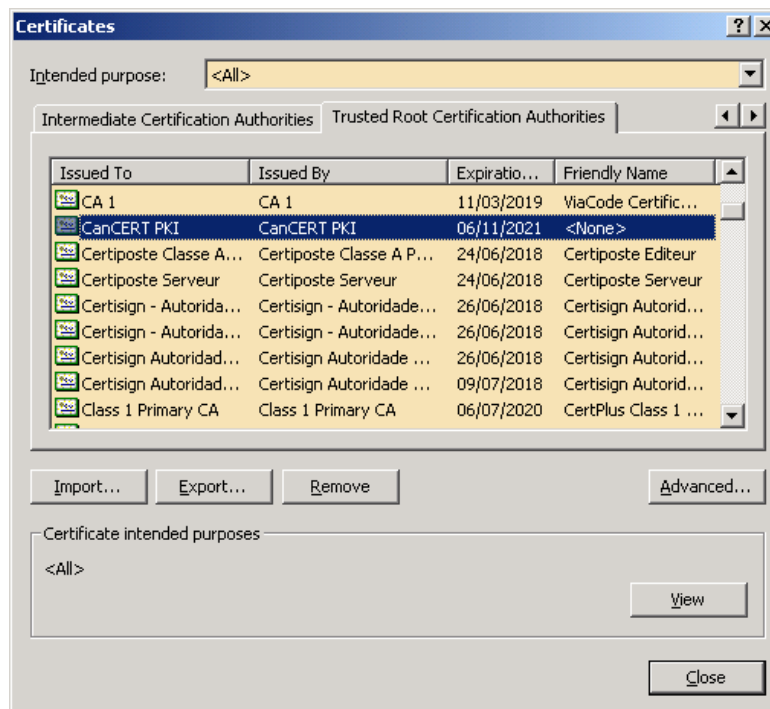
Certificate Installation Procedures

9. Internet Explorer will confirm whether or not you wish to add the CanCERT PKI certificate to your Root Store. On this dialog will also be two thumbprints you can use to verify you are installing the correct certificate. If these numbers match the numbers displayed near the bottom of the CanCERT PKI Certsearch page where you downloaded the .p7c file, the certificate is correct.

Press 'Yes' to continue with the installation.



'CanCERT PKI' will now show up under the 'Trusted Root Certification Authorities' tab in the 'Certificates' window.

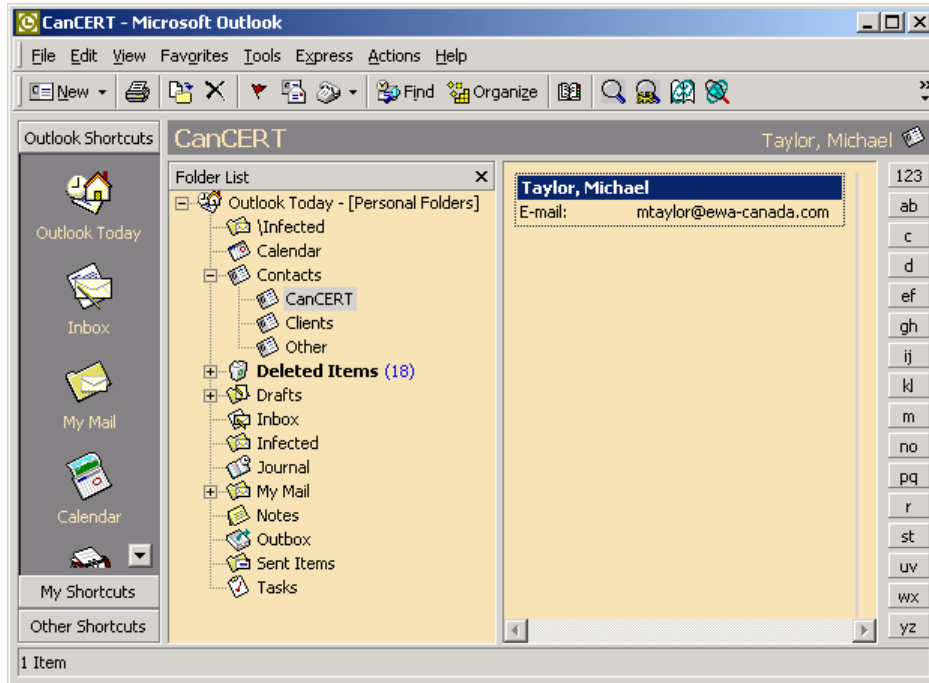




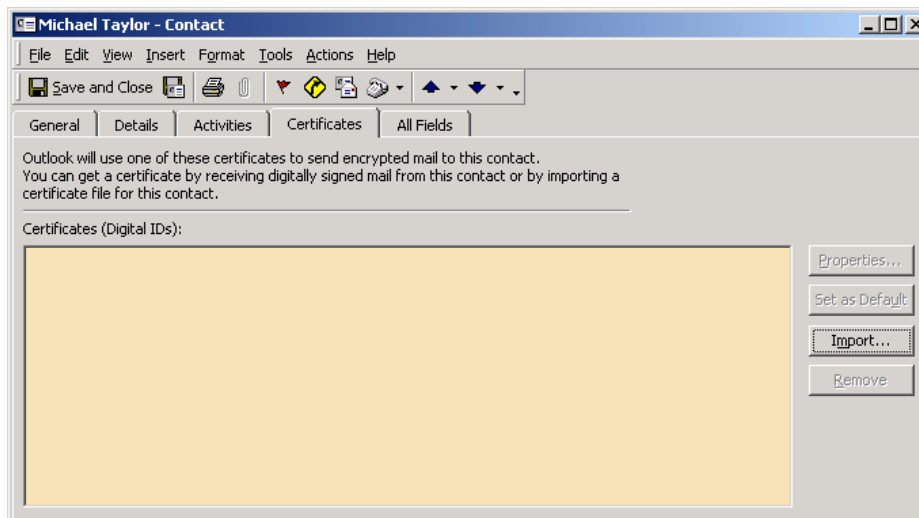
5 ASSOCIATING A CERTIFICATE WITH A PERSON

Associating the subscriber's CanCERT certificate with their contact information in Outlook will allow you to send and verify incoming digitally secured messages to and from that subscriber.

1. Open Outlook and find the contact you want to associate the certificate with.



2. Open the contacts file information and go to the 'Certificates' tab.



3. Press the 'Import' button and browse for the subscriber's .p7c file.



4. The subscriber's certificate will now show up in the Certificates (Digital IDs) section. Press 'Save and Close' when you are finished.

