

## How to Add a Digital Certificate to Your Address Book

Before you can send an encrypted email message, you must have the recipient's digital certificate. This document will provide instructions on how to add a digital certificate to your address book when using the following email clients:

- Microsoft Outlook
- Microsoft Outlook Express
- Eudora Pro 4.1

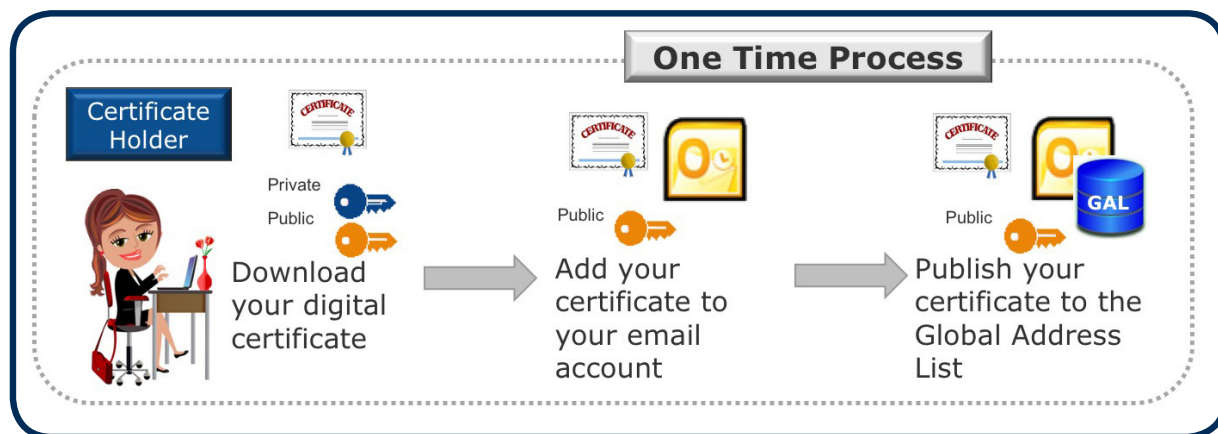
### Microsoft® Outlook

Complete the following steps to add a digital certificate to your address book when using Microsoft Outlook:

1. Open **"Outlook"**.
2. Open a digitally signed email message from the sender that you want to add to your address book.
3. Right-click on the **"Return Address"**.
4. In the **"Pop-Up"** menu, click **"Properties"**. A dialog box containing the message's properties appears.
5. In the **"Summary"** tab, click the **"Add to Address Book"** button. A dialog box containing the sender's information appears.
6. Click **"OK"**. The sender's information is added to your address book.

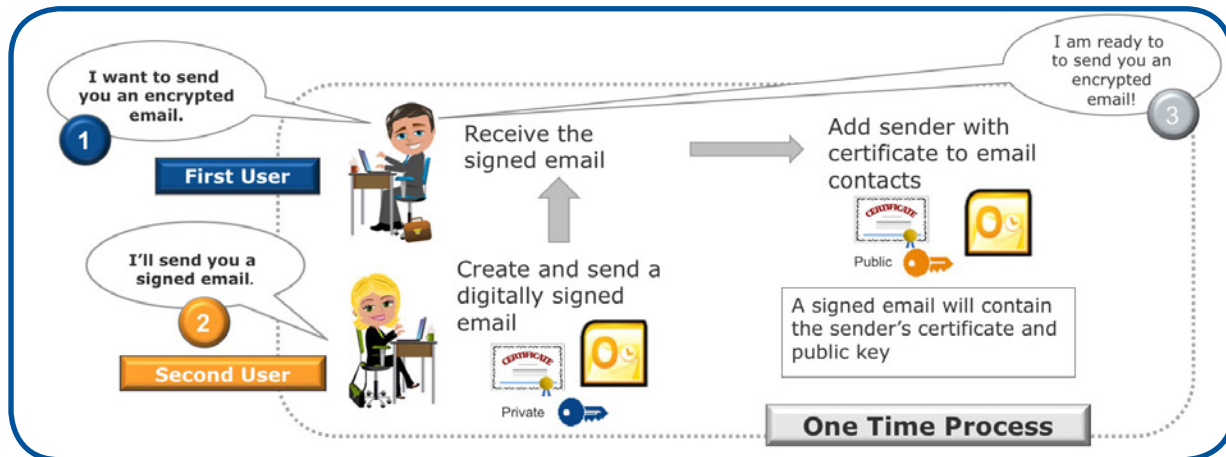
Publishing your digital certificate to the email Global Address List (GAL) allows individuals within your organization to access your public key through your internal email directory and easily send you encrypted emails.

### Prepare for Internal Senders



Before exchanging secure email, external users will need to add your certificate and your public key to their email account through a simple process.

## Prepare for External Senders



For more information on how to use your digital certificate to digitally sign and encrypt email when using Microsoft Outlook, please see [Using a Digital Certificate in Microsoft Outlook 2010 or Later to Digitally Sign and Encrypt Emails](#).

### Microsoft® Outlook Express:

Complete the following steps to add a digital certificate to your address book when using Microsoft Outlook Express:

1. Open **"Outlook Express"**.
2. Open an email message from the sender that you want to add to your address book.
3. Right-click on the **"Return Address"**.
4. In the **"Pop-Up"** menu, click **"Add to Address Book"**. A dialog box containing the sender's information appears.
5. Click **"OK"**. The sender's information is added to your address book.

### Eudora Pro 4.1

Complete the following steps to use WorldSecure Client 3.0 to add a digital certificate to your address book when using Eudora Pro 4.1:

1. Open **"Eudora Pro"**.
2. Select **"Special Message Security Settings"**. The **"Installed Message Plugins"** dialog box appears.
3. Select **"WorldSecure Client"**; then click the **"Settings"** button. The **"S/MIME Configuration - Current User"** dialog box appears.
4. Click the **"Address Book"** button. The **"Address Book"** appears.
5. Click the **"Add"** button. The **"Address Security Properties"** dialog box appears.
6. Enter the recipient's name and address in the **"Name"** and **"Address"** fields.
7. Check the **"Can Receive S/MIME Messages"** check box. Then, click the **"Add"** button. The **"Select a Certificate"** dialog box appears.
8. Select the **"Recipient's Certificate"**; then click **"OK"**. The person can now receive encrypted messages.