

This document will guide you through using the Common Access Card (CAC) and PKI certificates to log onto your computer, digitally sign and encrypt e-mail, and authenticate to a secure web server. To follow the steps in this guide you will need your Common Access Card with the PIN (the personal identification number you selected and programmed into the CAC when it was issued), and your NMCI logon credentials: Username, Password, and Domain Name.

### **Initial Configuration**

This section is used only for initial configuration of your computer. These steps do not need to be repeated unless: your original configuration has changed, your machine has been reformatted, or your password or certificates have changed.

#### **Step 1: Initial Logon**

**Important:** Do not insert your common access card yet!

1. Login to the NMCI machine using your Username, Password, and Domain Name.
2. Click **OK**.

#### **Step 2: Open ActivCard Gold Utilities**

1. Once logged in to the machine, insert your CAC into the reader.
2. Click on Start → Programs → ActivCard → ActivCard Gold → ActivCard Gold Utilities.
3. When prompted, enter your PIN.

#### **Step 3: Preparing your CAC for Windows 2000 Cryptographic Logon**

1. Click the **+(plus sign)** to the left of the **Digital Certificates** folder.
2. Right click **Certificates - Signature Certificates**.
3. Select **Set as Default**.

**Note:** Cryptographic Logon may not yet be enabled in your geographic area.

#### **Step 4: Certificate Registration**

1. Select **Tools → Register Certificates**.
2. When prompted to continue, click **Yes**.
3. Click **OK** to acknowledge installation.
4. Close ActivCard Gold Utilities.

#### **Step 5: Configuration of Outlook 2000 Security Settings**

1. Open Outlook 2000.
2. Click **Tools • Options**.
3. Select the **Security** tab.
4. Under **Secure E-mail**, click **Settings**.
5. In the Security Settings Name box, if your name does not display by default, type "<your name here>Security Settings."
6. Check the **Default Security Setting for this Secure Message Format** checkbox.
7. Under **Certificates and Algorithms**, click **Choose next to Signing Certificate**.
8. Select your e-mail digital signature certificate.

**Note:** The "Issued by"(column header) for your E-mail certificates is one of the following: DoD CLASS 3 CAC E-MAIL CA, DoD CLASS 3 E-MAIL CA-3, DoD CLASS 3 E-MAIL CA-4, DoD CLASS 3 E-MAIL CA-5, DoD CLASS 3 E-MAIL CA-6, DoD CLASS 3 E-MAIL CA-9 or DoD CLASS 3 E-MAIL CA-10



9. Click **OK**.

**Note:** You may be prompted for your PIN. If so, enter your PIN and click **OK**.

10. Select **SHA1** next to Hash Algorithm.
11. Click **Choose** next to Encryption Certificate.
12. Select your e-mail encryption certificate.

**Note:** The "Issued by"(column header) for your E-mail certificates is one of the following: DoD CLASS 3 CAC E-MAIL CA, DoD CLASS 3 E-MAIL CA-3, DoD CLASS 3 E-MAIL CA-4, DoD CLASS 3 E-MAIL CA-5, DoD CLASS 3 E-MAIL CA-6, DoD CLASS 3 E-MAIL CA-9 or DoD CLASS 3 E-MAIL CA-10

13. Click **OK**.

**Note:** You may be prompted for your PIN. If so, enter your PIN and click **OK**.

14. Select **3DES** next to Encryption Algorithm.
15. Check the **Send these certificates with signed messages** checkbox.
16. Click **OK** to return to the Options →Security tab.
17. Click **OK**.

## Step 6: Create an Encryption Shortcut in the Toolbar

1. Open Outlook 2000.
2. Click **New →Mail Message** on the Outlook toolbar.
3. Click on **View →Toolbar**, and select **Customize**.
4. Click the **Commands** tab.
5. Select **Standard** from the Categories list.
6. On the Commands tab, under **Commands**, DRAG AND DROP the following icon,  **Encrypt Message Contents and Attachments**, to the new mail message's top toolbar.
7. Click **Close**.
8. Close the new mail message.

You have successfully completed the initialization process.

## Logging in Using your Common Access Card

**Note:** CAC cryptographic logon may not yet be available in your area.

1. At the logon screen, insert your CAC.
2. The United States Department of Defense Warning Statement will appear. Read the message and click **OK**.
3. At the prompt, enter your PIN.
4. Click **OK**.

Note: Every time the CAC is removed and reinserted, you will have to re-enter your PIN.

## Digitally Signing E-mail Messages

1. Open Outlook 2000.
2. Click **New →Mail Message** on the Outlook toolbar.
3. Create your message including the e-mail address of the recipient.
4. Select the envelope with the certificate on the message's toolbar, or select **Toolbar → Options → Add digital signature to outgoing message**. Click **Close**.



5. Ensure your CAC is properly inserted in the reader.
6. Click **Send** to automatically digitally sign and then send your message.

**Note:** There may be a pause while Outlook accesses your CAC. You may also be prompted for your PIN. If so, enter your PIN and click OK.

## Encrypting E-mail Messages

**Note:** To encrypt e-mail you must have the recipient 's public key.

### Obtaining a Recipient 's Public Key:

1. Open a digitally signed message from the recipient.
2. Right click the sender 's name in the From: box
3. Select **Add to Contacts**. **Click on the Certificates tab to ensure there is a certificate affiliated with the contact.**

**Note:** A contact must have a certificate associated with their information in order to have an encrypted e-mail sent to the contact.

**Note:** An error message may appear that the e-mail address does not match the address in the certificate. Click **YES**.

4. Click **Save and Close**.
5. Close the message.

### Sending an Encrypted Message:

1. Click **New →Mail Message** on the Outlook toolbar.
2. Create your message.
3. In the top right hand corner, change the drop down list to **Contacts**. Retrieve the recipient's e-mail address from your Contacts list.
4. Select the envelope with the padlock and the certificate on the message's toolbar   or select **Toolbar → Options → Encrypt message contents and attachments and Add digital signature to outgoing message checkboxes**.
5. Ensure your CAC is properly inserted in the reader. Click **Send** to transmit your signed and encrypted message.

**Note:** There may be a pause while Outlook accesses your CAC. You may also be prompted for your PIN.

## Accessing Secure Web Sites

The NMCI default web browser is Internet Explorer. However, Netscape Navigator can also be used to access secure web sites.

### Using Internet Explorer:

1. Ensure your CAC is inserted in the reader.
2. Open Internet Explorer and access the secure web site of interest.
3. The **Client Authentication** dialog box will display prompting you to choose a certificate.
4. Find your Identity certificate in the list.

**Note:** You may need to view more than one certificate in order to find your Identity certificate. The "Issuer"(column header) for your Identity certificate is one of the following: DoD CLASS 3 CAC CA, DoD CLASS 3 CA-3,DoD CLASS 3 CA-4, DoD CLASS 3 E-MAIL CA-5, DoD CLASS 3 E-MAIL CA-6, DoD CLASS 3 E-MAIL CA-9 or DoD CLASS 3 E-MAIL CA-10.



5. Be sure you highlight your Identity certificate in the list, and click **OK**.
6. Enter your PIN, if prompted.

### Using Netscape Navigator:

1. Ensure your CAC is inserted in the reader before you open Netscape Navigator.
2. Open Netscape Navigator.

**Note:** A window may open regarding a new site certificate. If this occurs, Continue to click **Next**, until the last screen, click **Finish**.

3. Enter your PIN when prompted, and click **OK**.
4. Access the secure web site of interest.
5. When prompted to choose a certificate, click the "<Your Name>-Identity" certificate, and click **Continue**.
6. Enter your PIN, if prompted.

### Accidentally Locking Your CAC

**REMEMBER YOUR PIN! YOU ONLY HAVE 3 CHANCES TO ENTER IT CORRECTLY!**

If you fail to enter the correct PIN three successive times, you will lock your CAC. To unlock your CAC, you will have to report to the CAC Issuance Portal to get your CAC unlocked. Contact the NMCI Help Desk for further instructions:

**1-866-THE-NMCI (1-866-843-6624)**

Copyright ©2003 Electronic Data Systems Corporation. All rights reserved.

**For further assistance, call the NMCI Help Desk at 1-866-THE-NMCI.**

**Visit:**<http://homeport> or [www.eds.com/nmci](http://www.eds.com/nmci)



**For further assistance, call the NMCI Help Desk at 1-866-THE-NMCI.**  
**Visit:** <http://homeport> or [www.eds.com/nmci](http://www.eds.com/nmci)