



# PKI – NIH OUTLOOK USERS

## PUBLIC KEY INFRASTRUCTURE (PKI)

PKI enables users of a basically unsecure network (such NIH Outlook email system) to securely and privately exchange data.

## HOW TO USE PKI WITH OUTLOOK

### FIRST: ENSURE OUTLOOK IS CONFIGURED FOR SMARTCARD PKI:

- Open Microsoft Outlook
- Click on “Tools “ on top menu to display dropdown menu
- Select “Trust Center”
- Click on “Email Security”
- Plug in Smartcard
- Select “Publish to GAL”
- Follow screen prompts

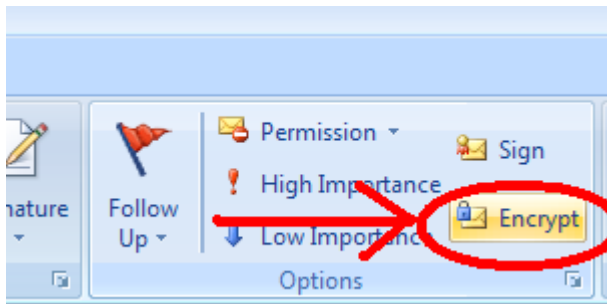
**NOTE:** You can refer to the “Smart Card Configuration and Users Guide” located at:

[http://pki.nih.gov/PKI\\_PIVguides.htm#SMIME](http://pki.nih.gov/PKI_PIVguides.htm#SMIME)

### SECOND:

Once you have created the email that you want to secure, use the following steps to secure and send it:

1. Click on “Encrypt” Button on top tool bar.



2. Then send email.

**NOTE:** If the person you are sending the encrypted email to do not have their Outlook configured to accept encrypted emails, Outlook will warn you that your email will not be sent encrypted.