Importing and Using your Email or Personal Authentication certificate with Windows Live Mail

- If you originally applied for the certificate on the same computer as your Windows Live Mail then it should already be installed. You can skip straight to 'Signing and Encrypting'.

- If your certificate is not already installed on the computer you are using, then please export it from the machine on which it resides using one of the browsers listed on the CPAC main page. You then need to transfer it to this computer (email it to yourself or save the certificate file to USB then copy over). You can then follow the 'import' instructions in this document.

Importing your certificate into Windows Live Mail

Signing and Encrypting mails

### Importing your Certificate into Windows Live Mail:

1. Open Windows Live Mail and click **'Tools'** > **'Safety Options...'**. (If the menu bar is not displayed, click on the Menus icon in the tool bar and choose **Show menu bar** from the drop-down.)

2. Select the **'Security'** tab and then click the **'Digital IDs'** button.
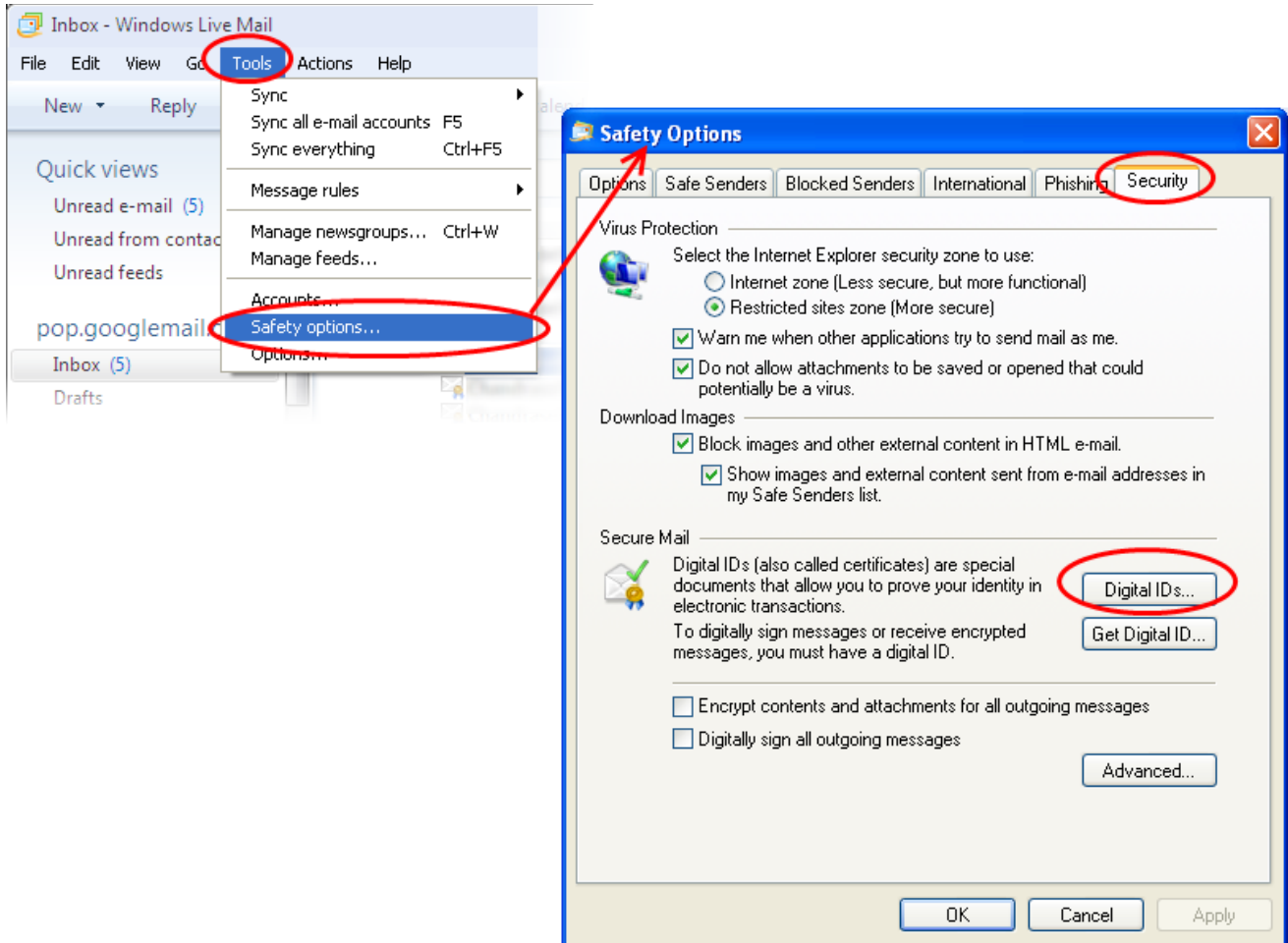
3. In the Certificates interface, make sure the **'Personal'** tab is selected, click **'Import'** and then click **'Next'**.
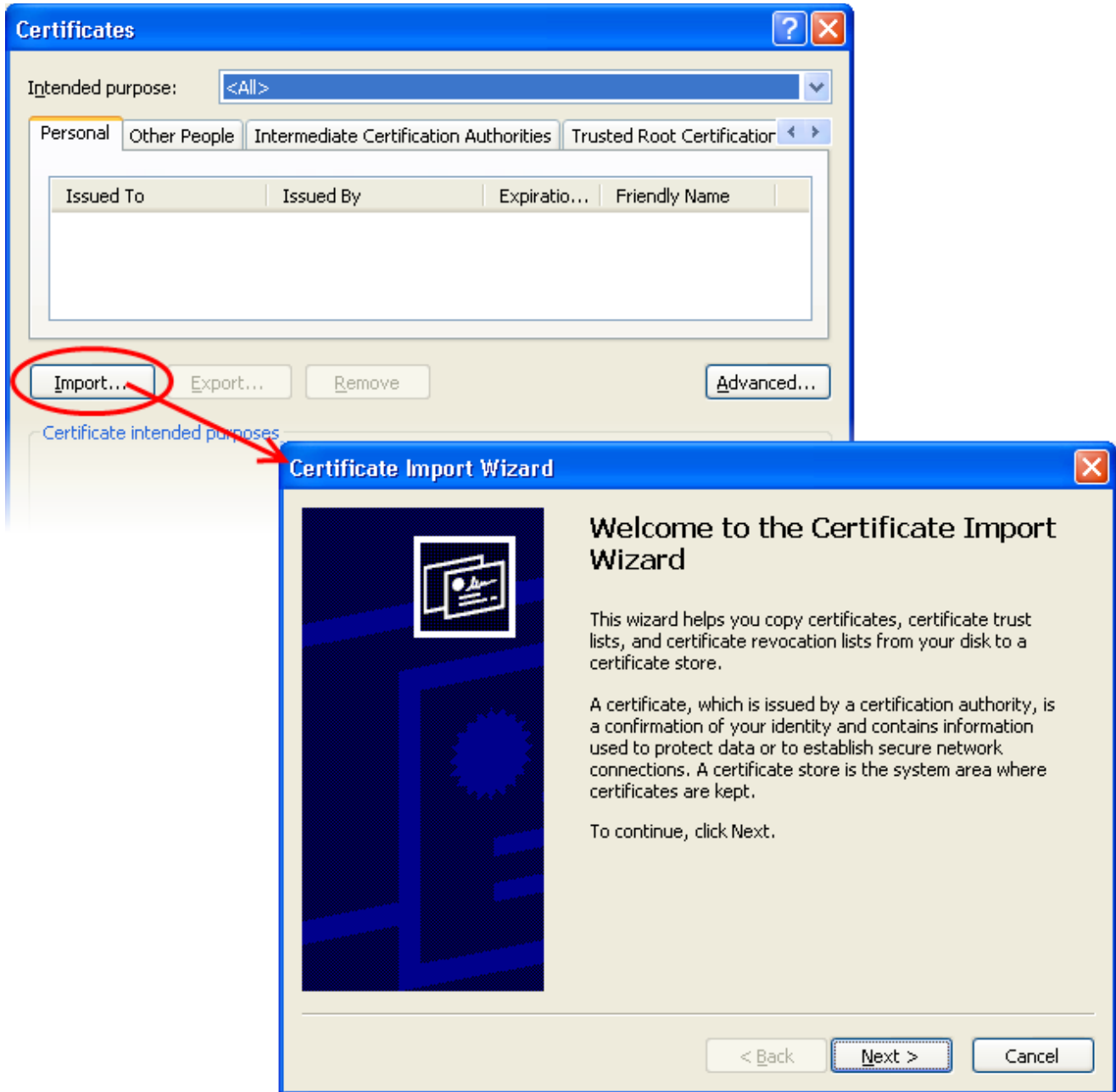
4. Click **'Browse'** in the next step and navigate to the location of your PKCS12 certificate file.
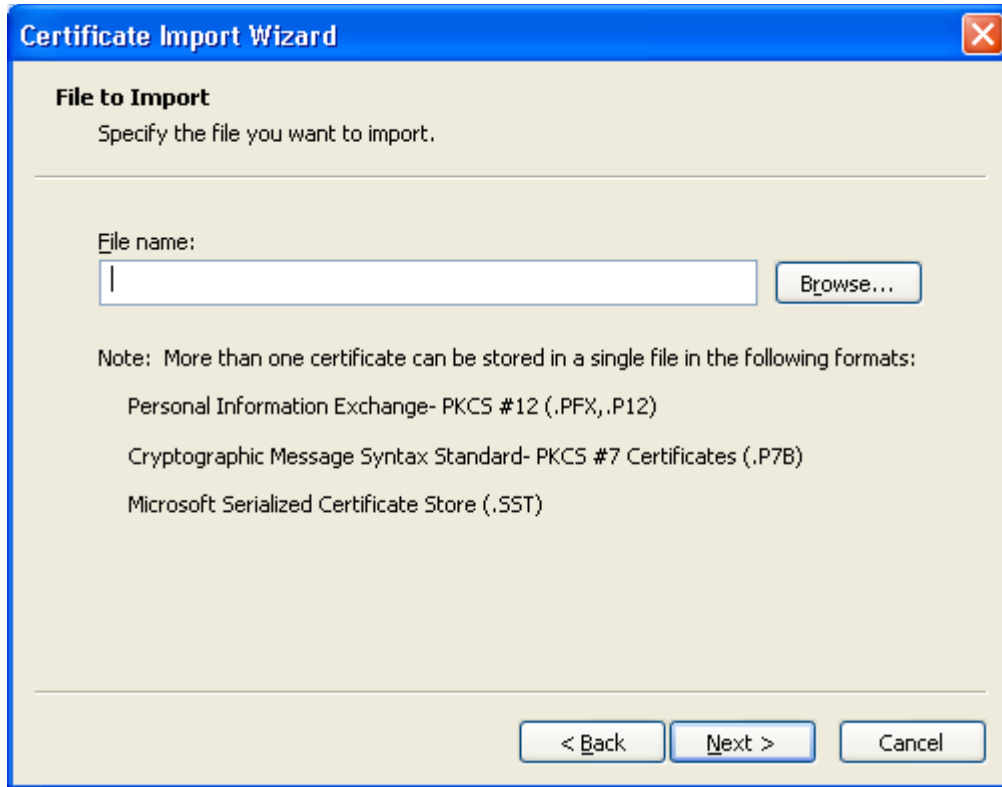
5. Now you need to change type of the file, select **'Personal Information Exchange (.p12)'** from the drop down box, locate your certificate file (.p12) and click **'Open'** (see below).
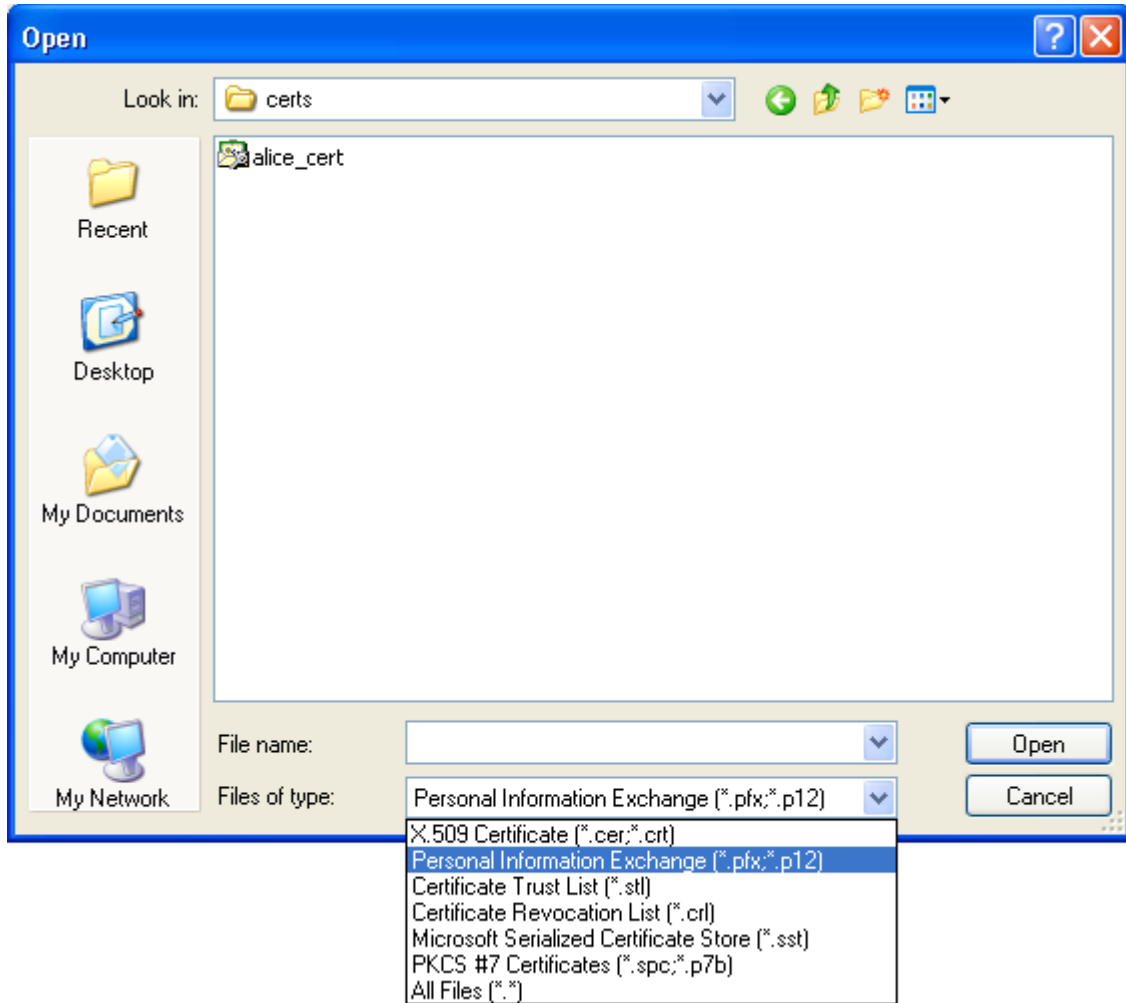
6. Click **Next**. To complete the installation process, you are required to enter the PIN (password) you set up for the certificate during the enrollment process. If you have forgotten your password, contact your system administrator who will be able to reset it for you.

7. Click **Next**. You will be prompted to choose the certificate store for your certificate. Unless your administrator has specified otherwise, you should leave this at the default **Place all certificates in the following store** option.

8. Click **'Next'**.

9. The last step: completing the **Certificate Import Wizard**.
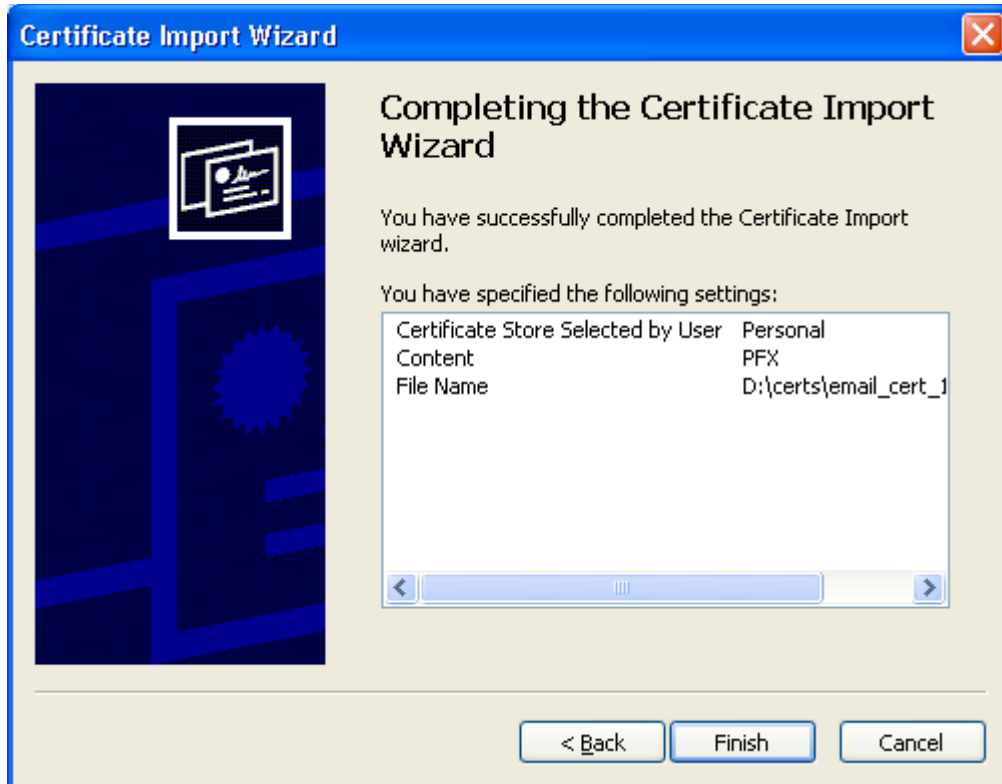
10. Click **Finish** to complete the process. The certificate will be imported.

11. Select the security level for storing the Private Key in your system and click **OK**.

That's it. You have successfully imported your Comodo Personal Authentication certificate into your system.

Signing and Encrypting Mails

- Signing an email ensures the recipient knows the email has come from you and informs them that it has not been modified in transit.

- Encrypting an email ensures that only the recipient can read the email content and attachments.

Note: In order to encrypt mail, you must first have your recipient's email certificate in your certificate store. To obtain their certificate, you need to get your contact to send you a signed email. Upon receipt of the signed mail, their certificate will be automatically imported into your certificate store and you will be able to sign/encrypt mail to that person.

- [Assign the certificate](#)
- [Signing and encrypting individual mails](#)
- [Signing and encrypting all mails by default](#)

Assign the certificate

1. Right click on your email account name in Windows mail or click **'Tools'** > **'Accounts...'**, select your account and click the **Properties** button.

2. In the **Properties** screen, click the **Security** tab.

3. Click **'Select'** beside the text box in the **'Signing certificate'** area and select your Comodo Personal Authentication certificate in the **'Select Digital ID'** screen. Click **'OK'**.
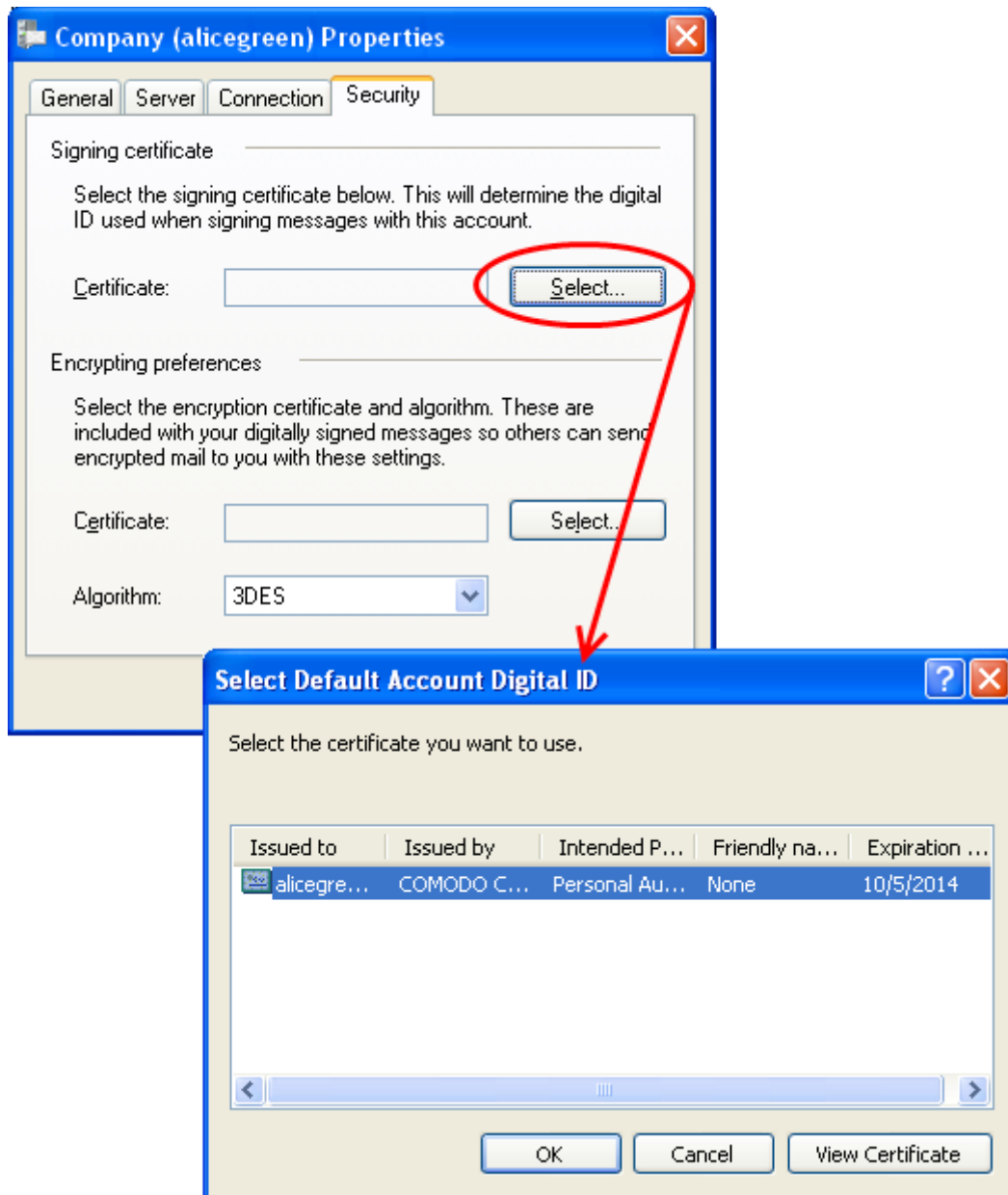
4. Similarly, click **'Select'** beside the text box in **'Encrypting preferences'** area and select the same certificate for encryption by clicking **OK** in the **'Select Digital ID'** screen.

5. Click **OK** in the **Account Properties** dialog to return to Windows Live Mail.

**Signing and encrypting individual mails**

To sign mail:

1. Compose your email and attach files as usual.

2. In the message window, click **Tools** from the menu bar. If the menu bar is not displayed, click on the 'Menus' icon in the title bar and choose **Show menu bar**.

3. Check the **Digitally Sign** option from the drop-down menu and send the mail.

To encrypt mail:

1. Compose your email and attach files as usual.

2. Click **Tools** from the menu bar. If the menu bar is not displayed, click the 'Menus' icon 🔲 ▾ in the title bar and choose **Show menu bar**.

3. Check the **Encrypt** option from the drop-down menu and send the mail.

Signing and Encrypting all mails by default:

1. Open Windows Live Mail and click **'Tools'** > **'Safety Options...'**. If the menu bar is not displayed, click on the 'Menus' icon 🔲 ▾ in the tool bar and choose **Show menu bar**.

2. In the **Safety Options** screen, click the **Security** tab.

3. Select the **'Encrypt contents and attachments for all out going messages'** and/or **Digitally sign all outgoing messages** check-boxes as required.
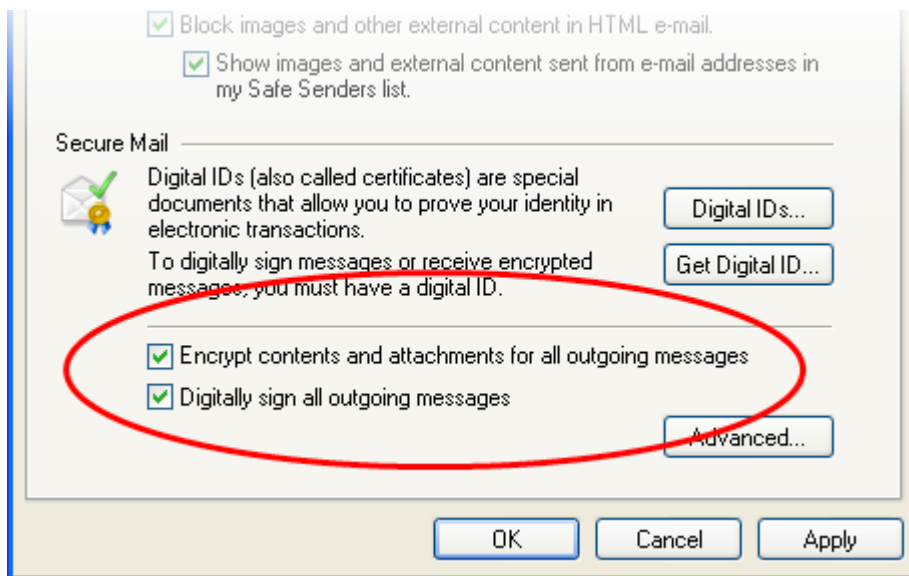
4. Click **'Apply'** then **'OK'**.

About Comodo

The Comodo organization is a global innovator and developer of cyber security solutions, founded on the belief that every single digital transaction deserves and requires a unique layer of trust and security. Building on its deep history in SSL certificates, antivirus and endpoint security leadership, and true containment technology, individuals and enterprises rely on Comodo's proven solutions to authenticate, validate and secure their most critical information.

With data protection covering endpoint, network and mobile security, plus identity and access management, Comodo's proprietary technologies help solve the malware and cyber-attack challenges of today. Securing online transactions for thousands of businesses, and with more than 85 million desktop security software installations, Comodo is Creating Trust Online®. With United States headquarters in Clifton, New Jersey, the Comodo organization has offices in China, India, the Philippines, Romania, Turkey, Ukraine and the United Kingdom.

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