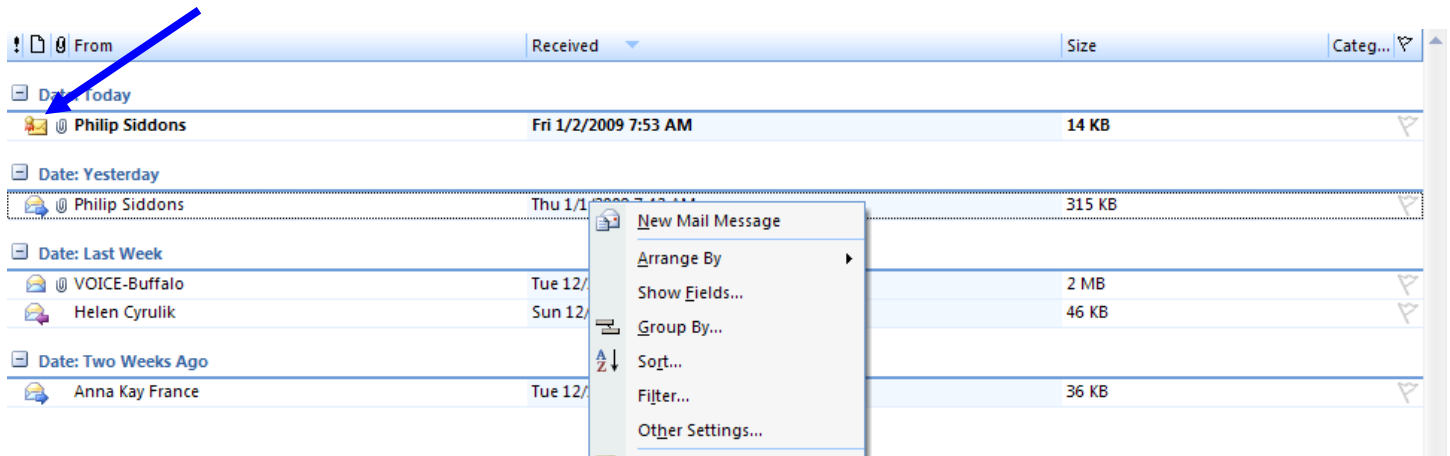


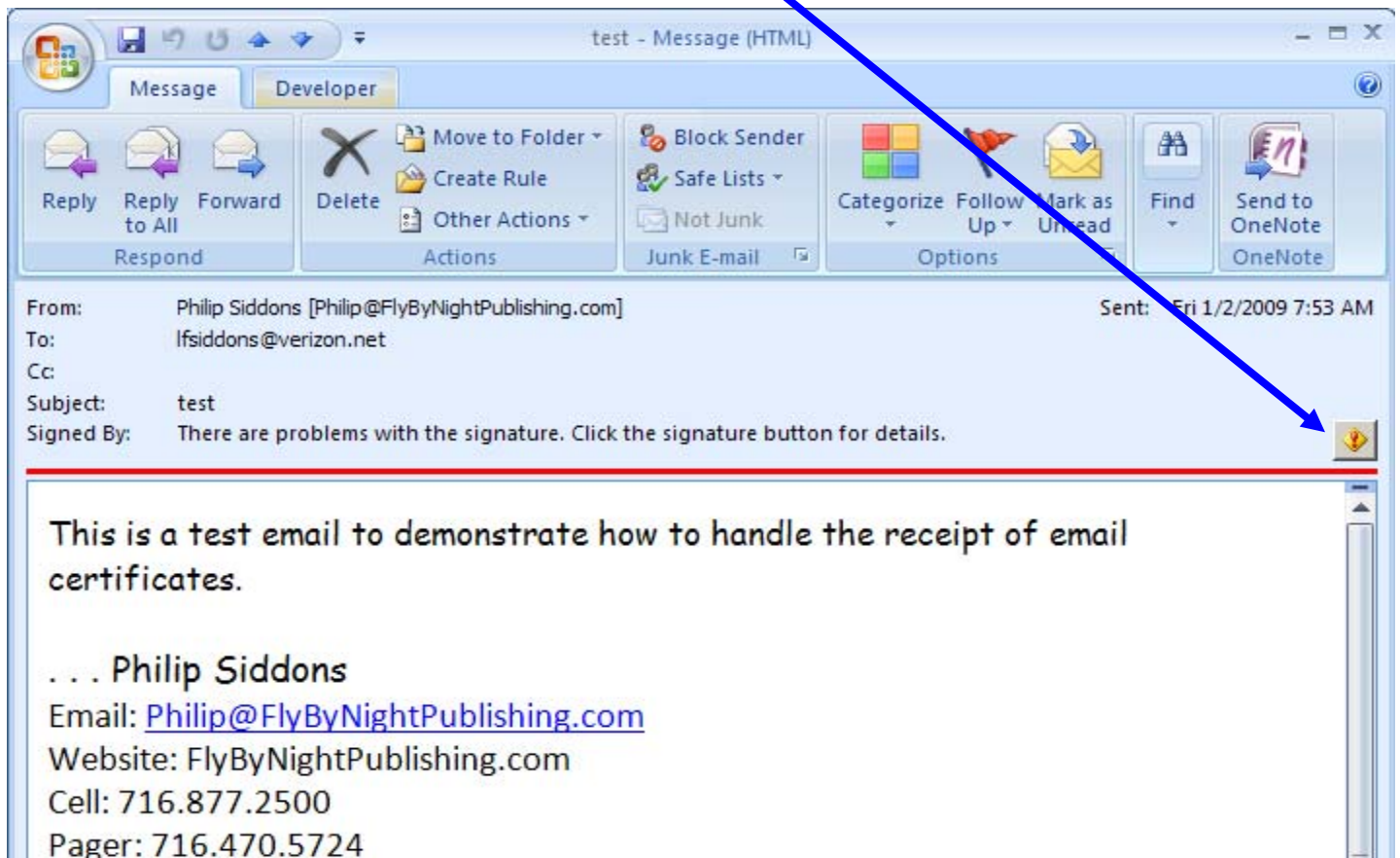
How To Mark Email Certificates as “Trusted”

As the Internet continues to grow in untrustworthy communications, you will begin to see an increase in the use of secure certificates, indicating that the sender is who (or what company) they say they are. Here is how to tell your email software that a person or company you know should be trusted.

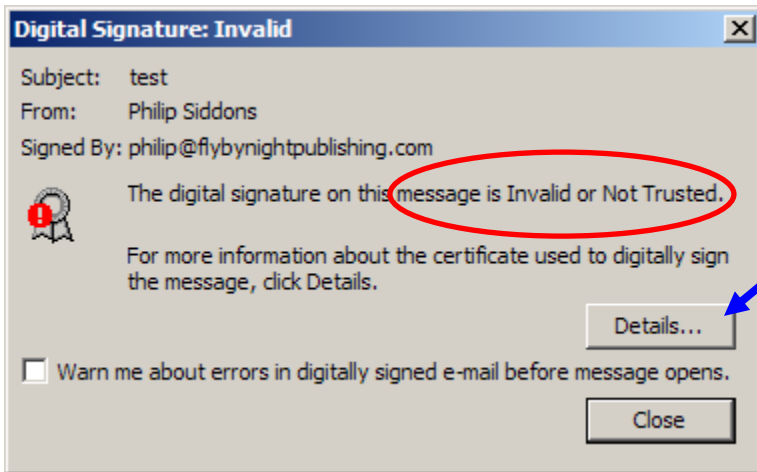
In your Outlook Inbox, you will see a certificate icon next to the sender’s name.



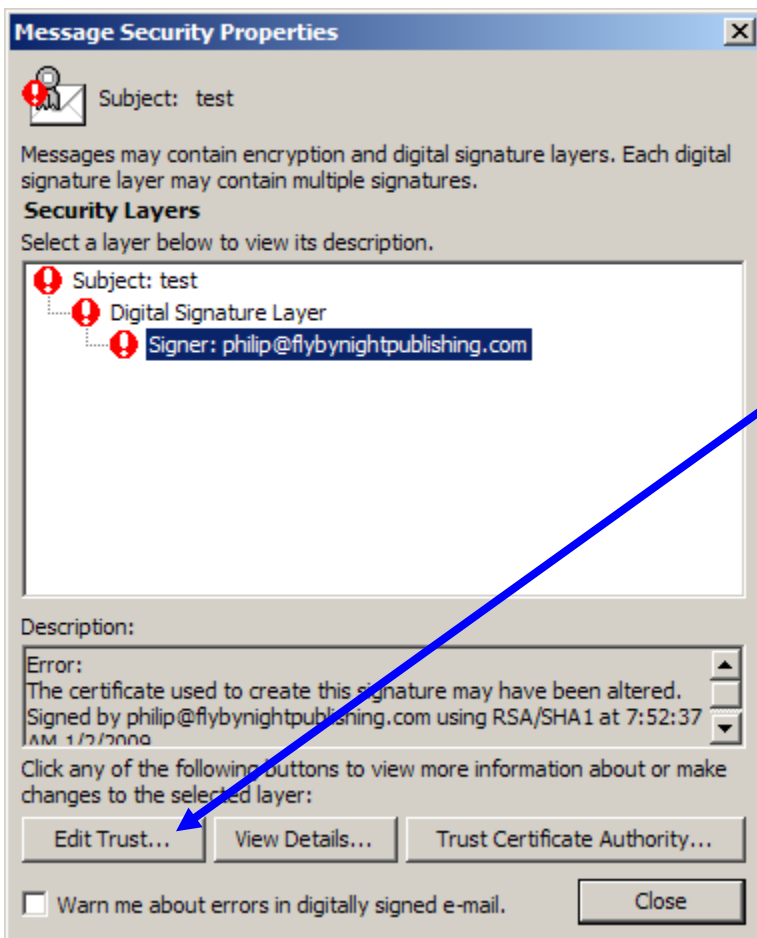
Once you open up the email, you’ll see some sort of indication or warning that the certificate is not yet trusted. Right click on it or double-click on it (depending on which version of Outlook you are using) and you’ll get the dialogue box you see on the next page.



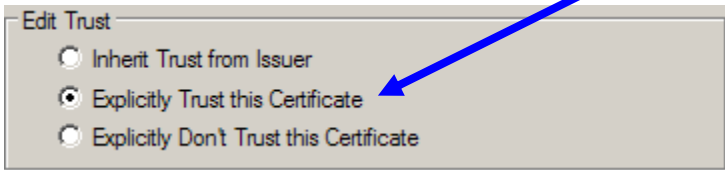
Here it shows that the certificate has not yet been designated as “Trusted” so click on the Details button.



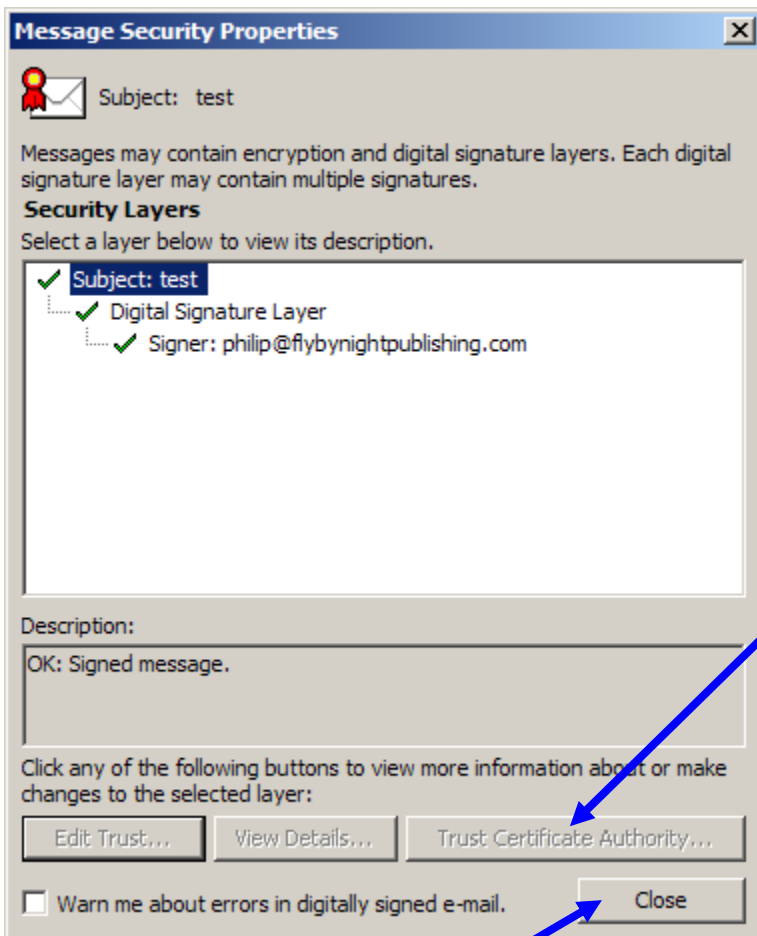
In this dialogue box, click on the “Edit Trust” button:



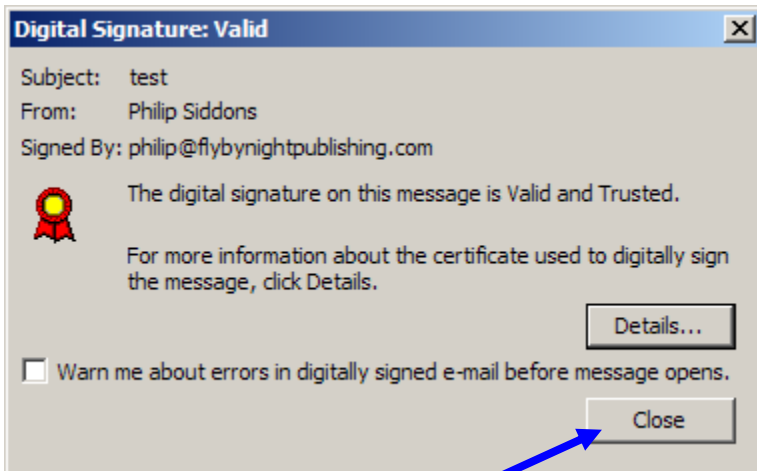
Make this decision to tell your system that this person or institution is a known and trusted entity:



After you click on the “Trust Certificate Authority” (because you know the person or institution), it will grey out the button and it will look like this:

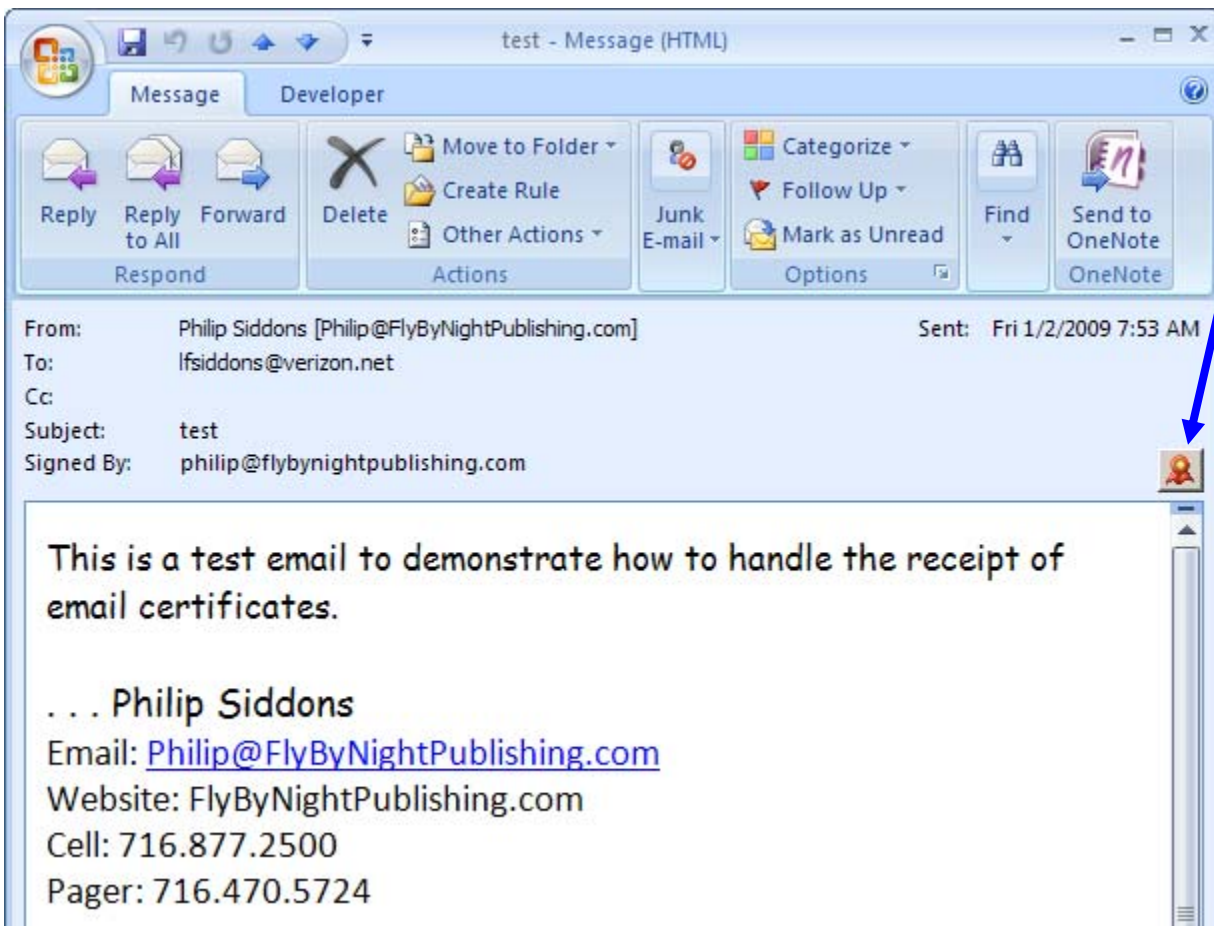


When you click on the Close button, you will be returned here and from then on, that certificate information will look like this.

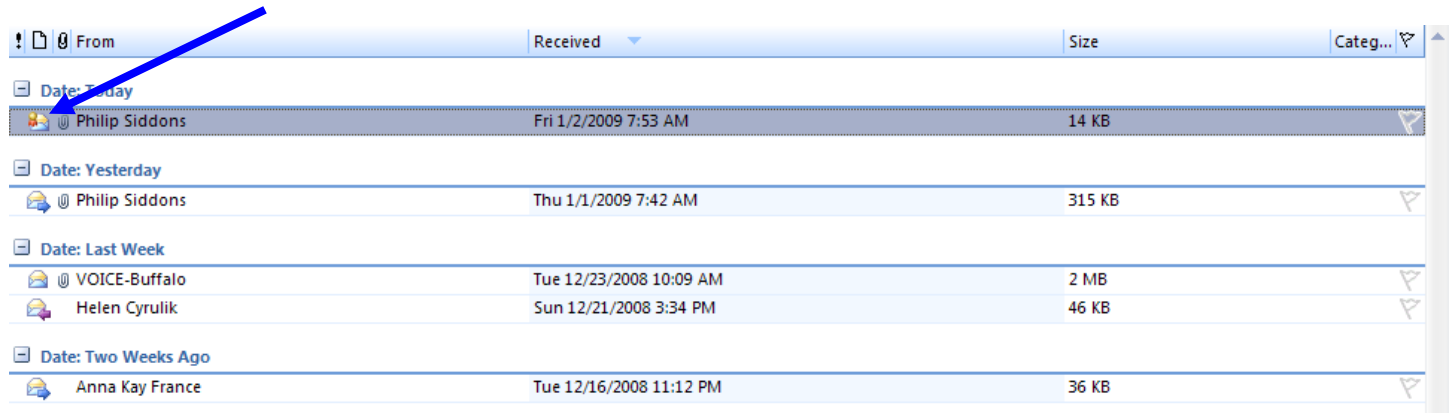


Click on the "Close" button.

Once you are returned to your Outlook screen, the certificate will look like this, indicating that it is a trusted one.



Out in your Outlook list of received emails, the message will again appear with the certificate icon next to it.



| From | Received | Size | Categor... |
|----------------------------|-------------------------|--------|------------|
| Date: Today | | | |
| Philip Siddons | Fri 1/2/2009 7:53 AM | 14 KB | |
| Date: Yesterday | | | |
| Philip Siddons | Thu 1/1/2009 7:42 AM | 315 KB | |
| Date: Last Week | | | |
| VOICE-Buffalo | Tue 12/23/2008 10:09 AM | 2 MB | |
| Helen Cyrulik | Sun 12/21/2008 3:34 PM | 46 KB | |
| Date: Two Weeks Ago | | | |
| Anna Kay France | Tue 12/16/2008 11:12 PM | 36 KB | |