New CAC or Reset Certificates

1. Logon to user profile with CAC
2. Open IE
3. Select the **Gear** in the upper right hand corner and select **Internet Options**.
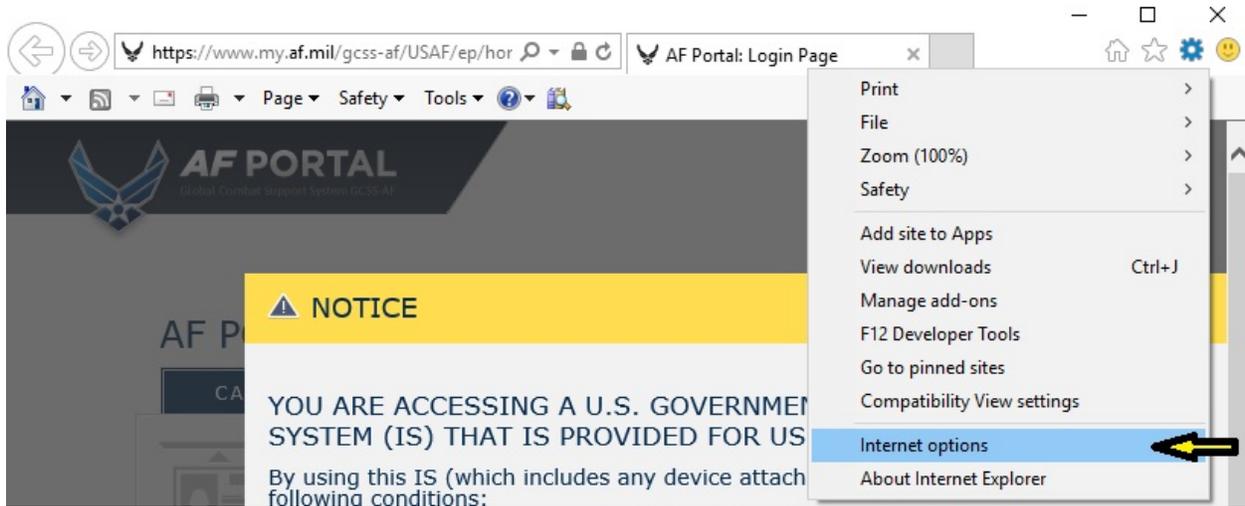
4. Select the **Content Tab** and select the **Certificates** button. In the Certificates window, <u>select all of the certs</u> and select **remove**. Select Yes or OK on the pop-up then select close. Select Clear SSL State button.
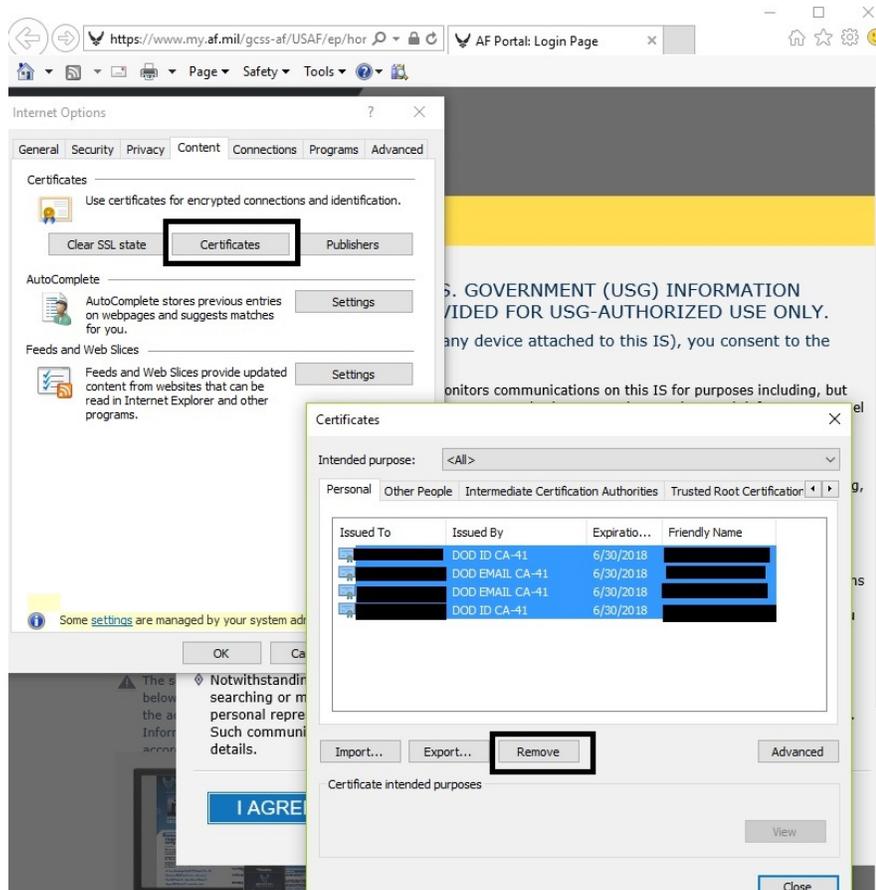
5. Exit IE and restart computer.

Publishing Certs to GAL

1. After computer restart, logon to user profile with CAC
2. Open Outlook
3. Navigate to **File** >> **Options** >> **Trust Center** >> **Trust Center Settings**
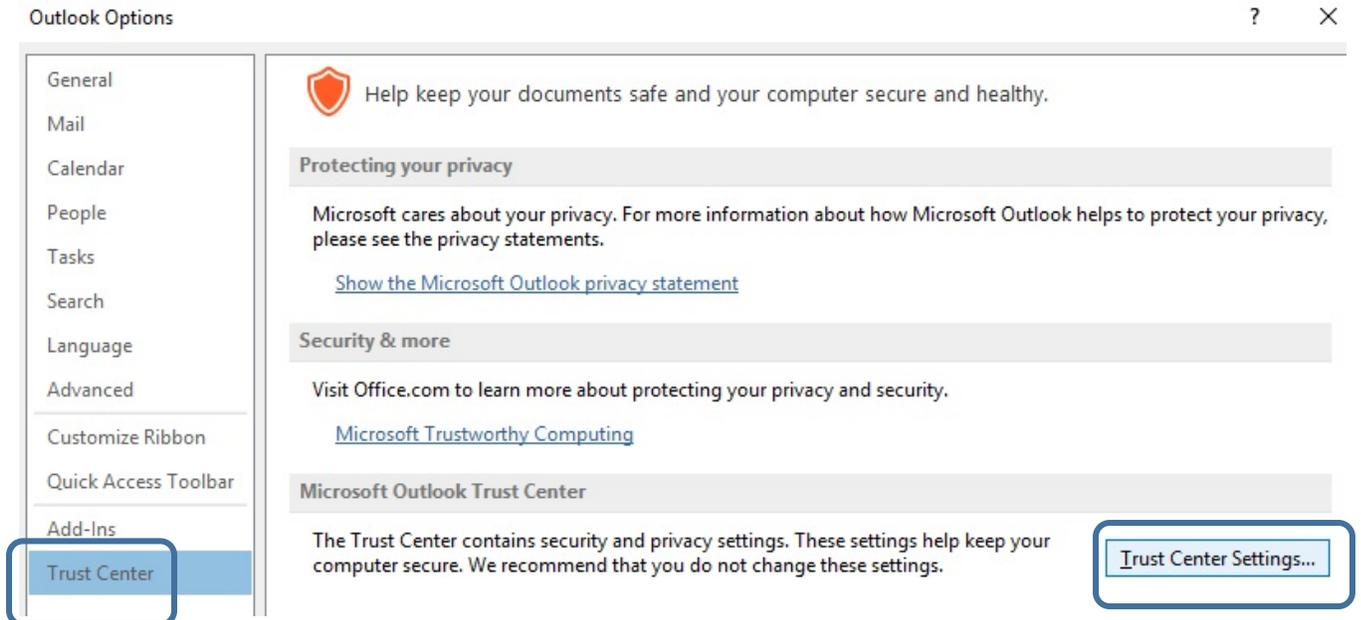
4. Select **Email Security** tab and **Settings** Button
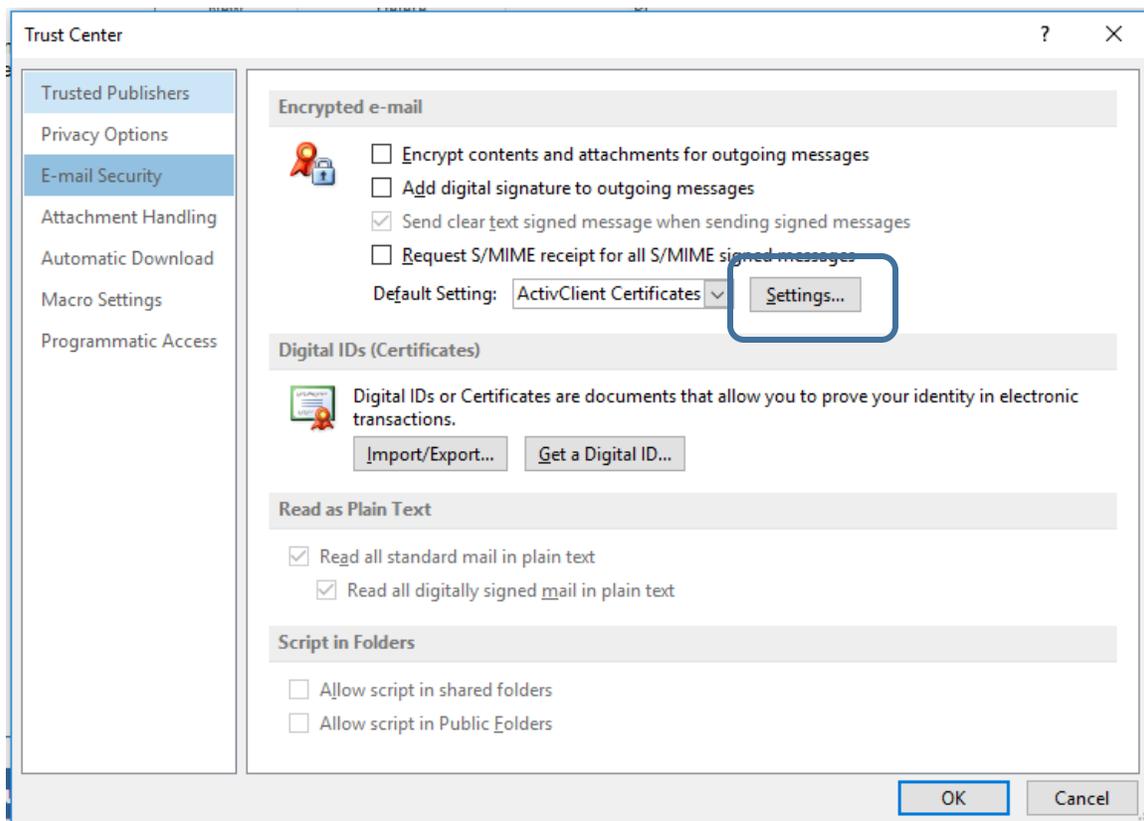
5. In the Change Security Settings window, verify the Security Settings Name box is populated. Next Choose the two certs:
    a. Signing Cert is your first recent DOD cert. Insert PIN when prompted.
    b. Encryption Cert is your Email Cert. Insert PIN when prompted.
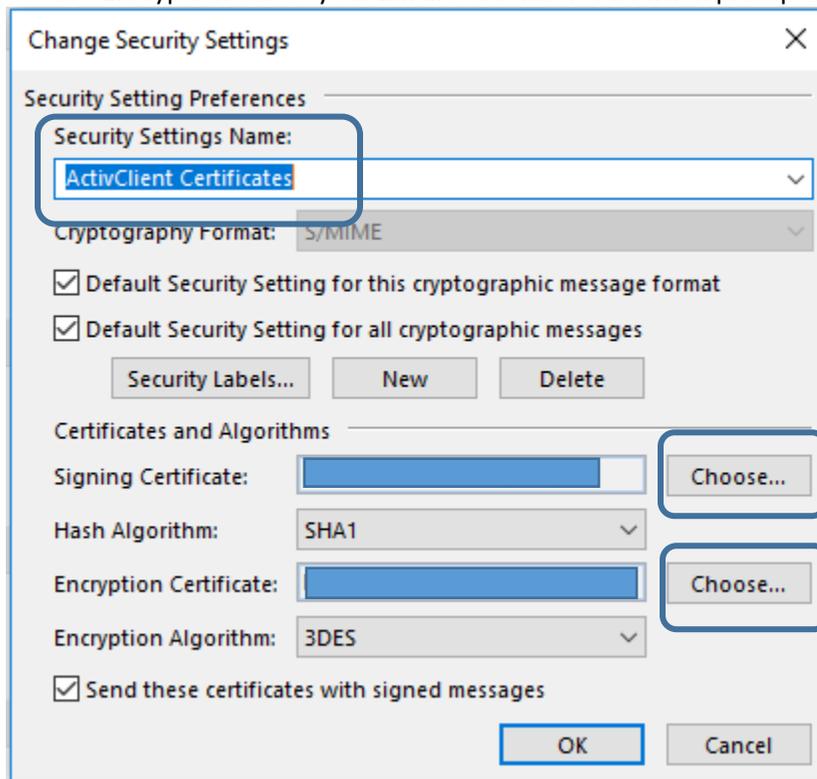
Select OK to save.

6. Back on the Email Security window, select **Publish to GAL**. When prompted, enter PIN. Wait for message stating certs were successfully published. Select OK.
7. Exit Outlook.