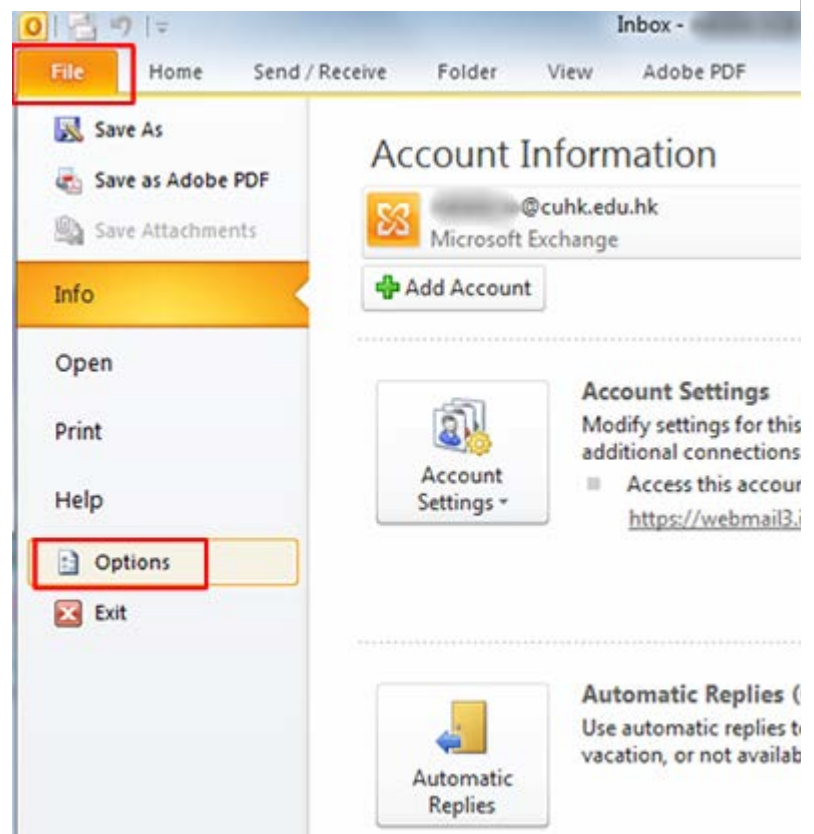


# Publish Your CUHK Client Certificate to MS Exchange Server on Outlook

*(This user guide is applicable to Outlook 2010 or above)*

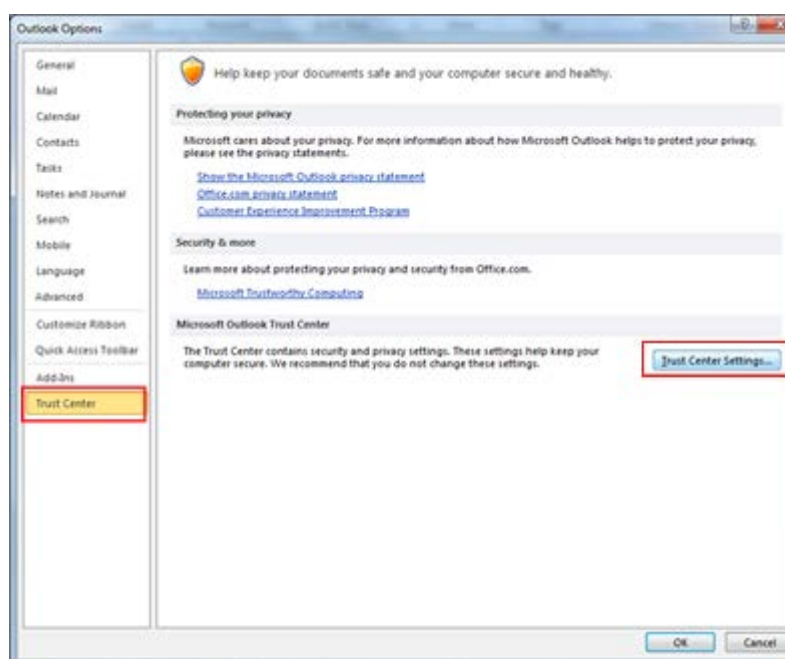
## 1. Start Outlook

Under **File** tab, click **Options**



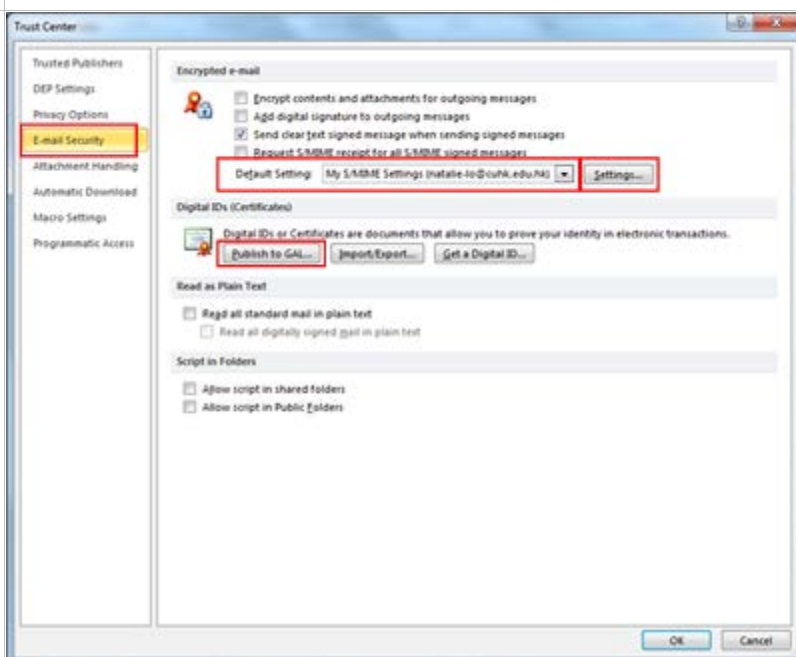


2. From the **Options** window, select **Trust Centre** and then **Trust Center Settings**

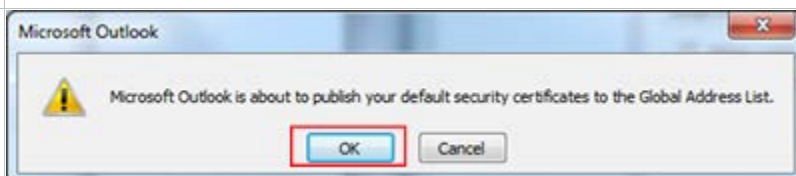


3. From **Trust Centre** under **E-mail Security**, you should see your client cert by default. If not, click **Settings** to select your cert.

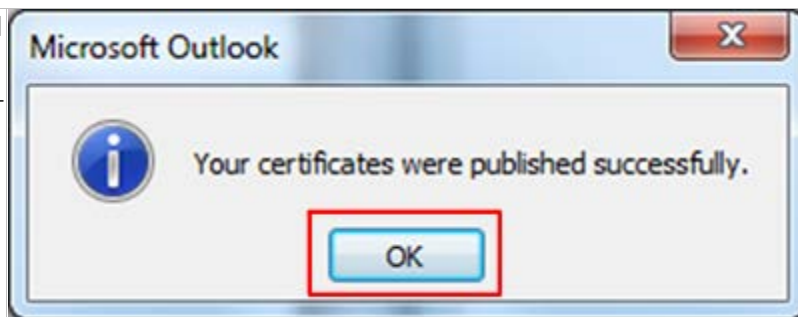
Then, click **Publish to GAL**....



4. A message "Microsoft Outlook is about to publish your default security certificates to the Global Address List." is prompted.



5. Your certificate was published successfully. You can now send and receive encrypted e-mails using Outlook. Click **OK** to exit.



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