

eShop User's QUICK REFERENCE GUIDE

ONLY the following operating systems and web browsers are currently supported.

- **Web Browser:** Internet Explorer 7
- **Web Browser Add-on:** Java 1.6 or later
- **Pop-up blockers disabled**
- **Operating System:** Windows 7

SIGNUP: How to Purchase Certificates

PKI Credentials are comprised of three certificates:



Identity



Signature



Encryption.

Visit the Carillon Certstore website:
<http://certstore.carillon.ca>

SETUP

1 Set Up Carillon CA-Root & Intermediate (Signing) Trust Chain

In order to request certificates you must **FIRST** download and install the Carillon CA Trust Chain.

-  Download and Install the Carillon Root CA Certificate:
 - Go to:
<https://pub.carillon.ca/CAcerts/CISRCA1.cer>
 - On the View Downloads – Internet Explorer window
 - Under name CISRCA1.cer (Root CA) file ▶ Open
 - Install Certificate ▶ Next
 - Place all certificates in the following store
 - Browse ▶ **Trusted Root Certification Authorities**
 - It is okay to trust and install these certificates ▶ OK
 - Next ▶ Finish
 - Import was successful ▶ OK to complete installation
- 
 - OK ▶ Close.Download and Install the Carillon Intermediate or Signing CA Certificate:
 - Go to:
<https://pub.carillon.ca/CAcerts/CISCA1.cer>

- On the View Downloads – Internet Explorer window
 - Under name CISCA1.cer (Intermediate or Signing) file ▶ Open ▶ Install Certificate ▶ Next
 - Place all certificates in the following store
 - Browse ▶ **Intermediate Certification Authorities** ▶ It is okay to trust and install these certificates ▶ OK ▶ Next ▶ Finish

2 Verify The Trusted Site & Ensure The SSL

- Make <https://pub.carillon.ca> and <https://certstore.carillon.ca> a trusted site on your computer:
 - IE: Tools ▶ Internet Options ▶ Security tab
 - Trusted sites ▶ Sites ▶ Add above websites to list
 - Close.
- Ensure the SSL: ▶ IE: Tools ▶ Internet Options
 - Advanced ▶ Settings ▶ scroll down to Security
 - make sure Use SSL 2.0 is unchecked
 - Ensure that Use SSL 3.0 is NOT checked ▶ Use TLS Options are checked ▶ OK.



Ensure the Trust Chain is downloaded and installed before attempting to retrieve certificates or else they will not function properly.



Identity Management, Simplified

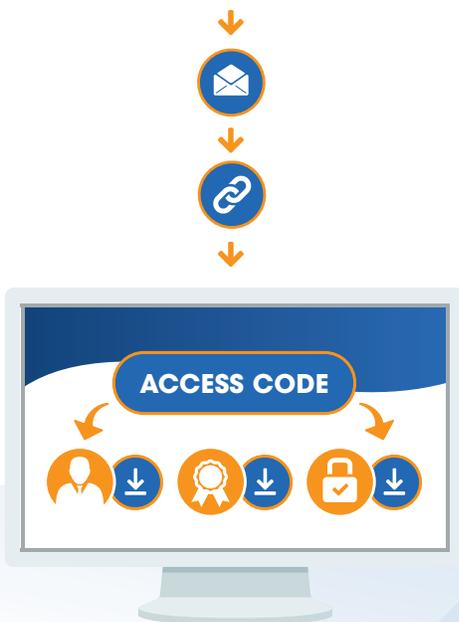
YOUR PERSONAL DIGITAL CERTIFICATES

1 How To Retrieve Your Certificates

You will receive a **Carillon PKI: Certificate Issuance** email with instructions, a **link** to pick up your certificates and an **Access Code**.

- 1 Click on the link in the email. ▶ Enter your email address ▶ Submit ▶ Enter the Access Code from the email ▶ Log In and Retrieve Certificates
- 2 On the welcome page ▶ Pick up your Certificates ▶ Yes ▶ Continue ▶ Read and confirm the Terms of Service ▶ click I hereby accept the terms of service ▶ Continue ▶ Yes ▶ Continue to generate the request for your certificates ▶ Yes on the Web Access Confirmation ▶ Your certificates have been retrieved and installed ▶ **RESTART YOUR BROWSER.**

Certificate Issuance



2 How to Acknowledge Your Certificates

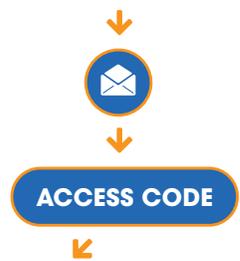
You will receive two emails: **Carillon PKI: Certificate Acknowledgement Instructions** and **Carillon PKI: Encryption Acknowledgement Code**.

- 1 Open Certificate Acknowledgement Instructions email ▶ click <https://pub.carillon.ca/certserv/acknowledge> ▶ select your ID certificate ▶ OK
- 2 For the Signature Certificate ▶ I acknowledge
- 3 For Encryption - Enter your Acknowledgement Code from email ▶ I acknowledge ▶ your Certificates have now been acknowledged.

Certificate Acknowledgement Instructions



Encryption Acknowledgement Code



CONFIGURE OUTLOOK

1 How To Use Your Certificates In Outlook

Set up your email client to use the Carillon LDAP Proxy so that you can look up and find other users with whom you may wish to exchange secure email.

- 1 Start Outlook ▶ File ▶ Options ▶ Trust Center ▶ Trust Center Settings... ▶ under E-mail Security tab ▶ Encrypted e-mail ▶ Settings...
- 2 In the Change Security Settings ▶ Security Settings Name, enter a name for your security setting (this would be a name you designate to your certificates) ▶ Certificates and Algorithms ▶ setup your Signing Certificate ▶ Choose ▶ select the Signature Certificate you wish to use ▶ OK.

.....

In the Change Security Settings ▶ Certificates and Algorithms ▶ make sure the Hash Algorithm is SHA1.

.....

Setup your Encryption Certificate ▶ Choose ▶ select Encryption certificate you wish to use ▶ OK ▶ Change Security Settings ▶ Certificates and Algorithms make sure Encryption Algorithm is AES (256-bit) ▶ OK to complete your Personal Certificate setup.

2 Set Up Access To The Carillon LDAP Proxy

The Carillon LDAP Proxy is a link to a directory of recipient encryption certificates containing public encryption keys, which can then be used to encrypt email.

- Start Outlook ▶ File ▶ Info ▶ Account Settings ▶ Address Books ▶ New ▶ Internet Directory Service (LDAP) ▶ Next ▶ Fill out server name, dir.carillon.ca. Do not select "This server requires me to log on". **User Name and Password are not required.** ▶ Next OK about restarting Outlook ▶ In Microsoft LDAP Directory window ensure dir.carillon.ca is display name and Port is set to 389 ▶ OK ▶ Next ▶ Finish ▶ Close ▶ RESTART Outlook.

3 How To Sign & Encrypt Emails

Digitally signing a document ensures that the document was actually sent by YOU and that it wasn't modified enroute ▶ encrypting an email ensures that no one else can read your message.

- 1 Open Outlook ▶ New E-mail ▶ To... ▶ Select Names: Contact window ▶ Address Book ▶ dir.carillon.ca ▶ Type in the complete email address ▶ GO.
- 2 The name of the person will show up in the space below with ENC beside it ▶ Select their name ▶ TO ▶ OK.
- 3 Create your email ▶ open the Options ▶ select Encrypt and Sign ▶ Send

For complete guide including screenshots and step by step instructions:
www.carillon.ca/eshopsetupguide