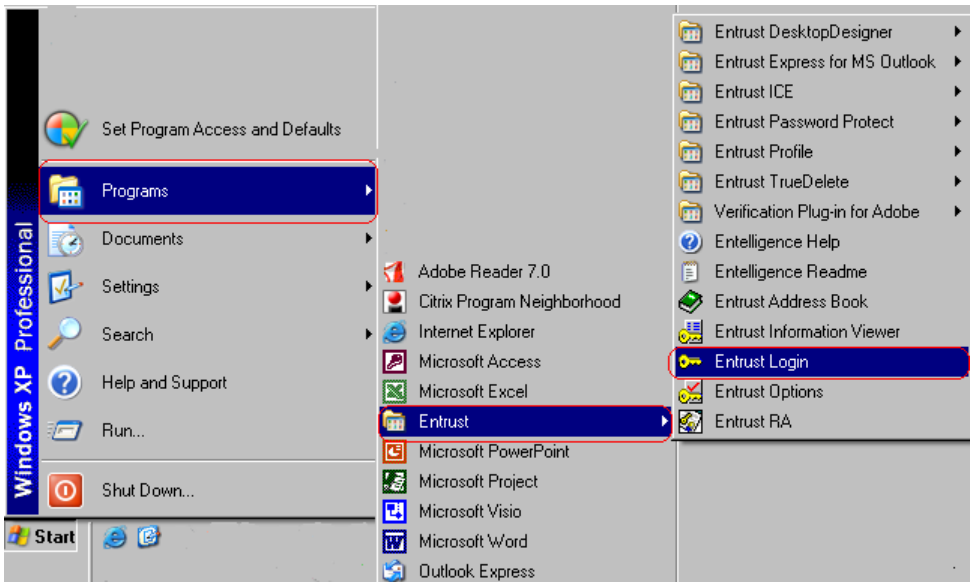
Entrust Version 7.0
Quick Reference Sheet

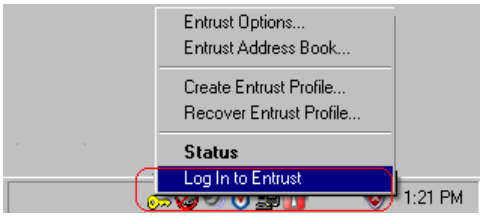
To Log onto Entrust:

1. Start > Programs > Entrust > Entrust Login

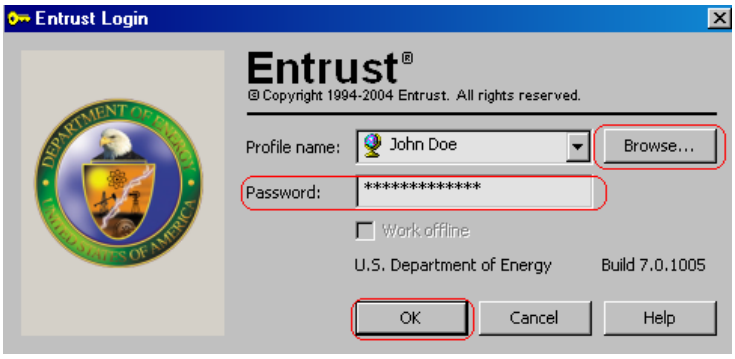


or

Right-click the yellow key at the bottom right hand of your screen and select Log into Entrust.



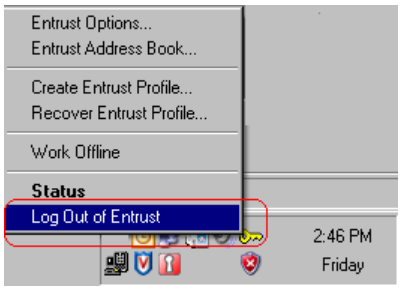
The Entrust Login dialog box appears; click the Browse button to locate your Entrust profile ex. C:\Entrust Profile\John Doe. and then enter your Entrust password in the Password field and click OK.



2. You'll see the red X on the key or red lockbox on the key disappear and the gold key appear indicating you've logged in successfully.

To Log out of Entrust:

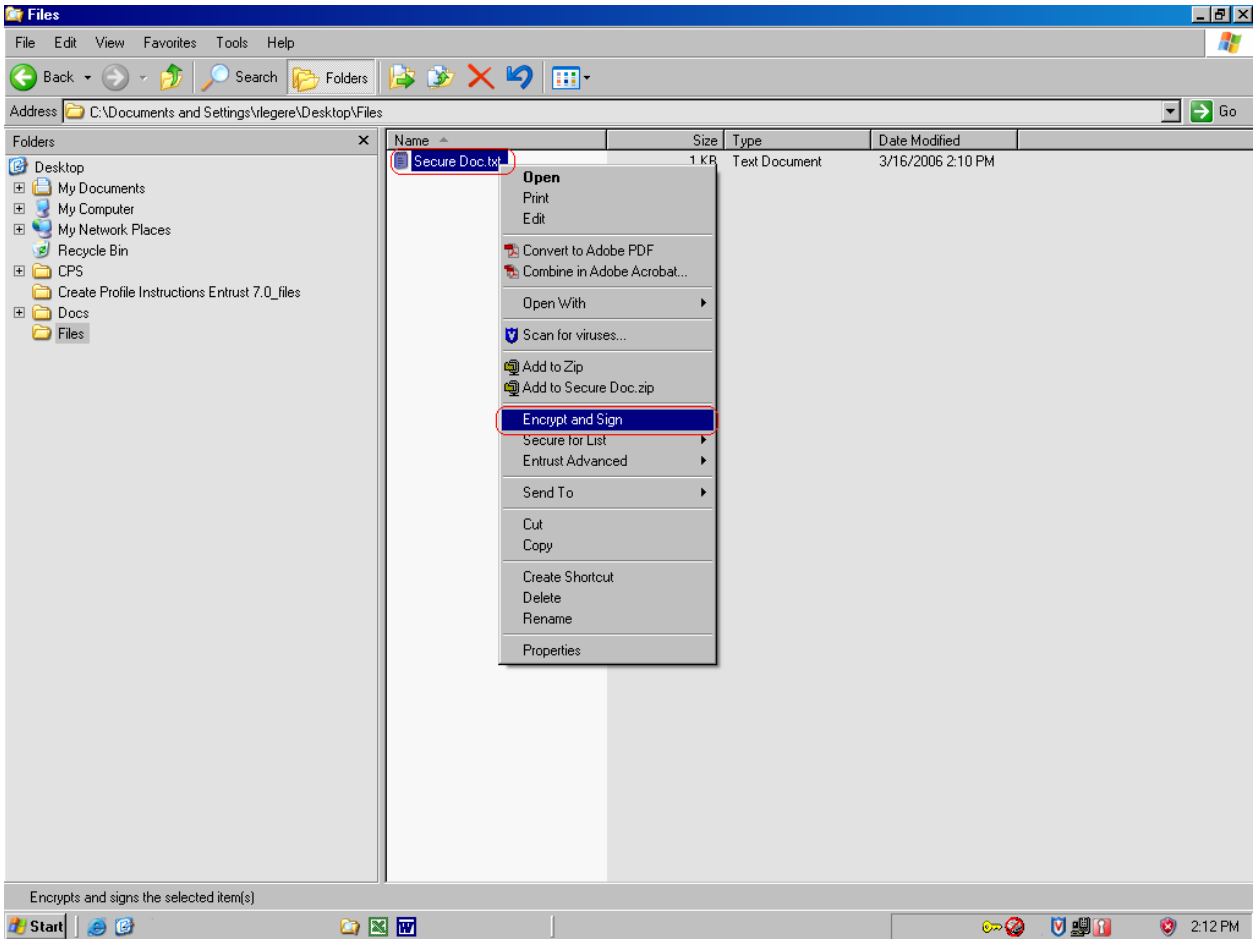
1. Right-click the yellow key at the bottom of the screen.

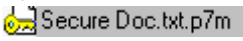


2. Select Log Out of Entrust.

To Encrypt and Sign Files for Yourself:

1. Right-click the file name in My Computer, Windows Explorer, or the Desktop so it is highlighted.



2. Select Encrypt and Sign.
3. You will see the regular file disappear and turn into key with a .p7m extension 

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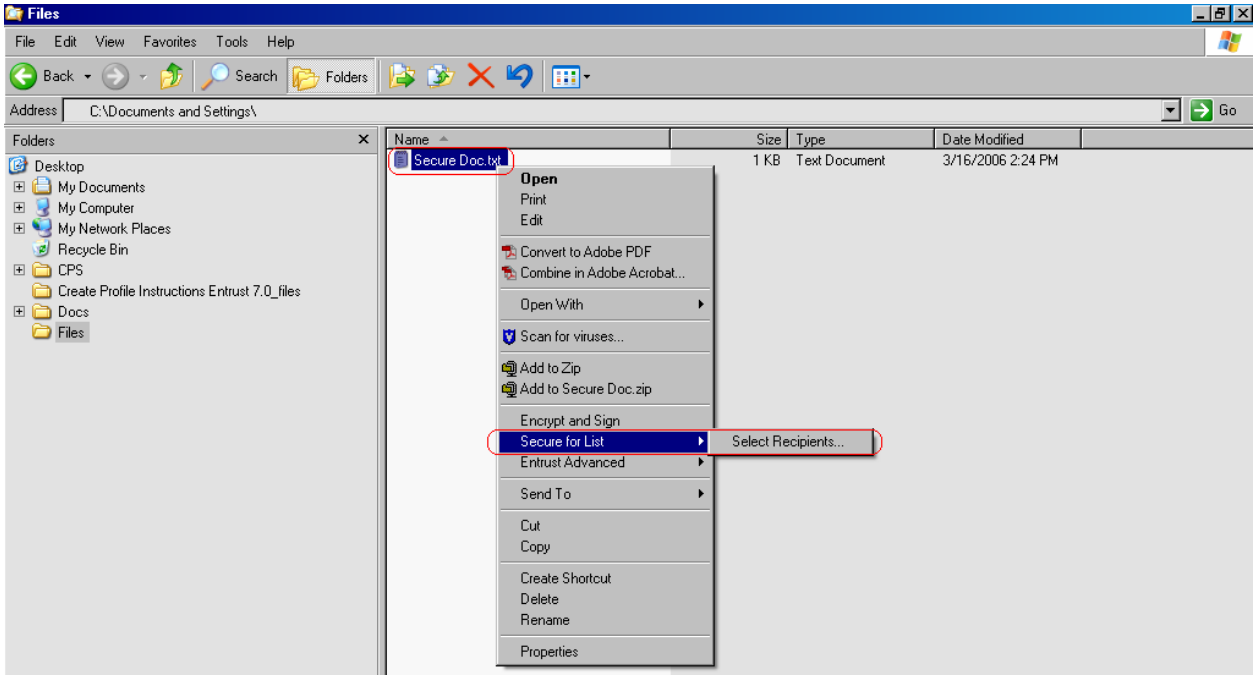
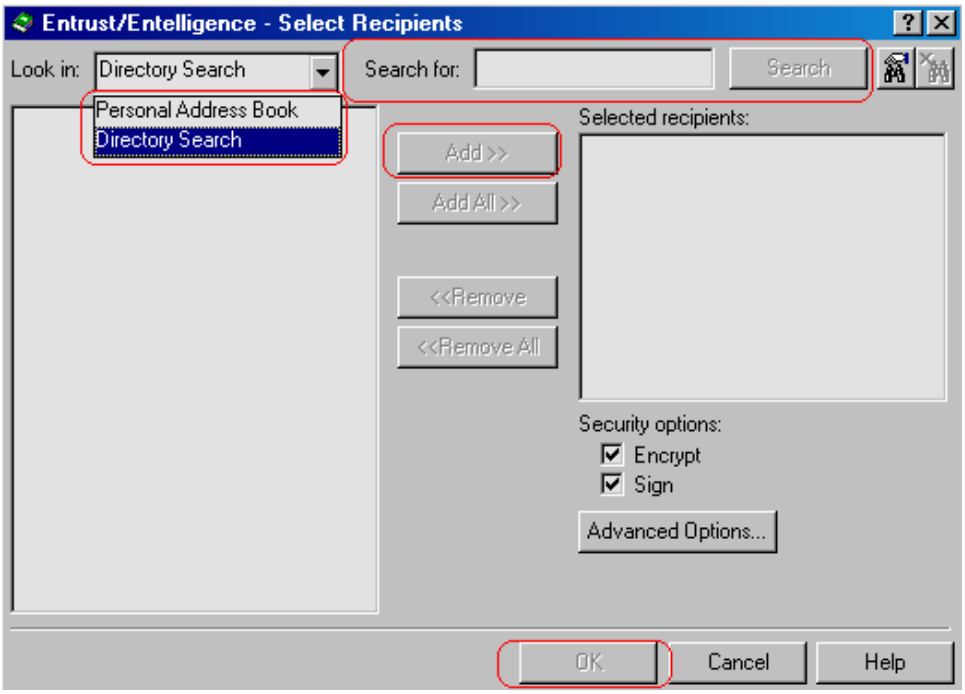
To Encrypt and Sign Files to Send to Others:

1. Right-click the file that you would like to encrypt for someone.
2. Select Secure for List.
3. Select Recipients.



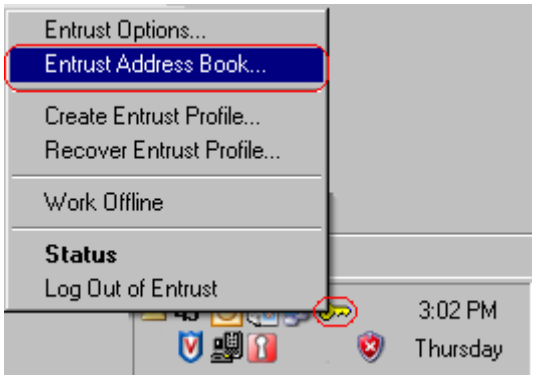
4. You have two options: (1) Personal Address Book and (2) Directory
   - PAB is an option you have to manually enter your contacts
   - Directory is where you can search for a person's last name just by entering their last name in the search for field.



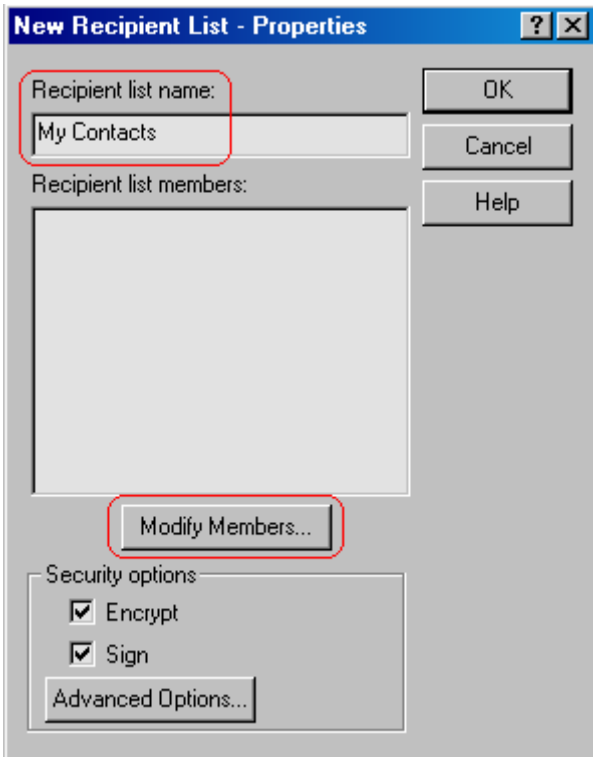
5. Once the recipient's name is retrieved, select Add and you will see the name go from the left box to the right box as a Selected Recipient.
6. Once all of your recipients have been added to have permission to decrypt the document, select OK.
7. You will see the file convert from a plaintext file to an encrypted file format .
8. You can now add the encrypted file as an attachment to an email and send it to the specified individuals.

To Set Up a Recipient List:

1. Log into Entrust (see above).
2. Right-click the yellow key once more and select ENTRUST ADDRESS BOOK.



3. Go to File > New Recipient List and then name the recipient list.

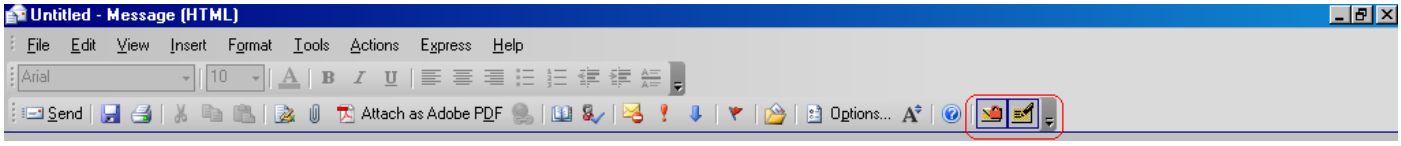


4. Then add recipient's by clicking Modify Members and performing a search by their last name.

5. Once the person's name appears select the name and click Add and the name will be added to the recipient list members then click ok.

To Encrypt and Sign Email Messages with Attachments Using Microsoft Outlook:

1. Compose a New Email Message as normal and add any attachments
2. Prior to sending, click the icons in the upper right hand corner of your screen to Encrypt & Sign the message.



3. Click Send.