

# Decrypting and Storing Email with Outlook 2000

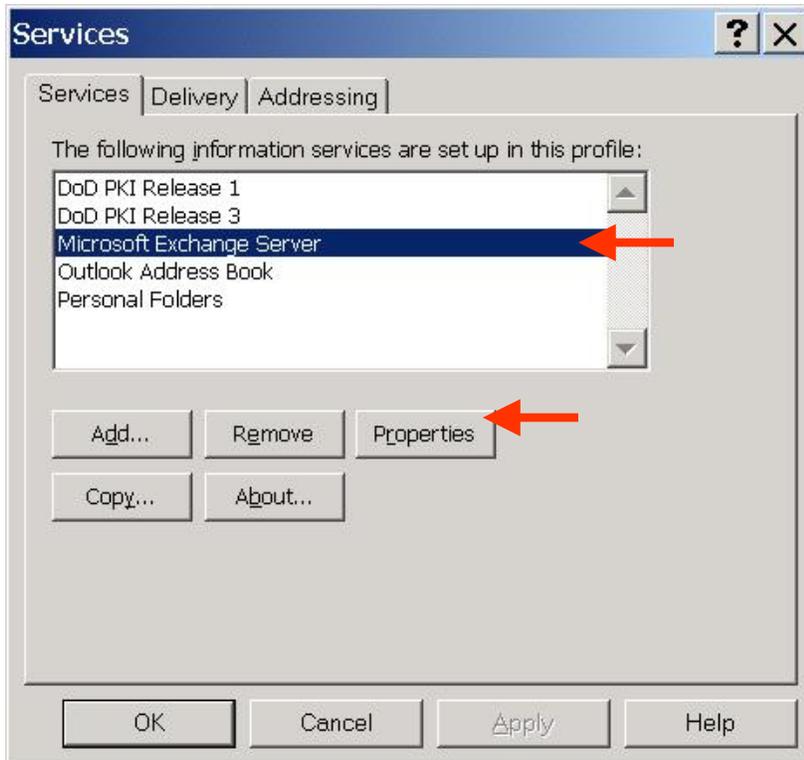
The process of decrypting and storing email is suggested if you know your certificates are going to expire (certificates have a 3 year life cycle) or you know that you will be receiving a new CAC for any reason (ex: change in Rank). Any email that was encrypted with the old certificates can be decrypted and stored in an offline folder. The decryption and storage of email will need to occur BEFORE you receive your new CAC.

Create an Offline folder.



1

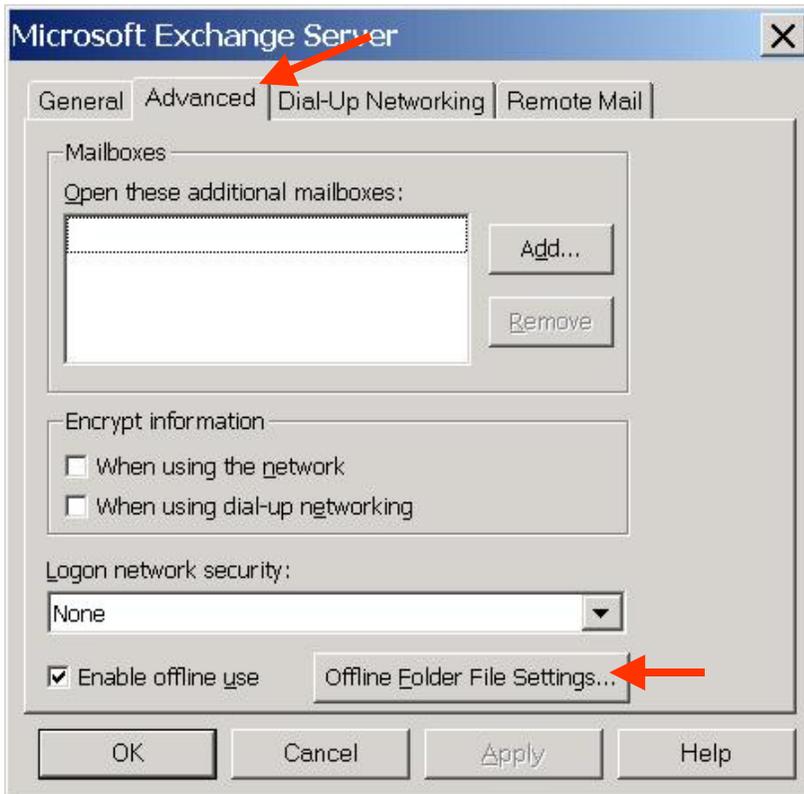
In Outlook 2000, from the **Tools** pull-down menu choose **Services**.



2

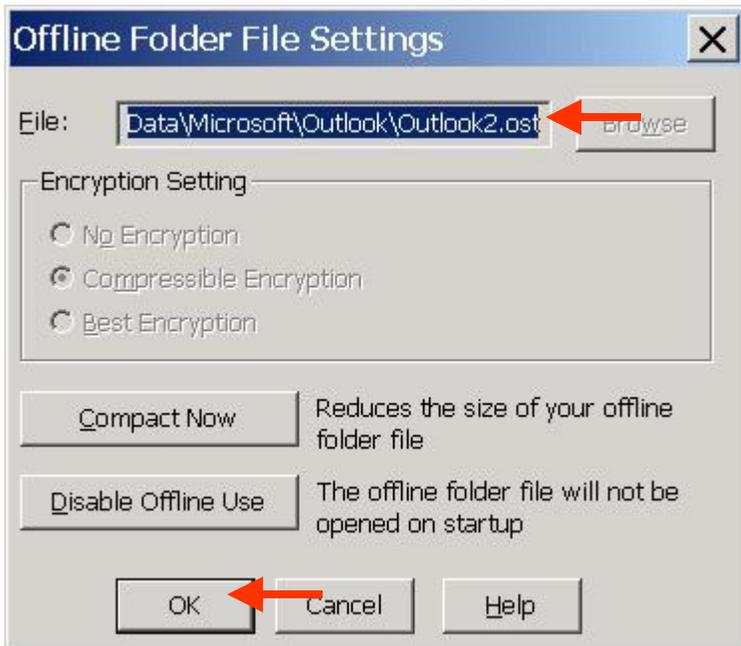
Highlight **Microsoft Exchange Server** and click **Properties**.

1



3

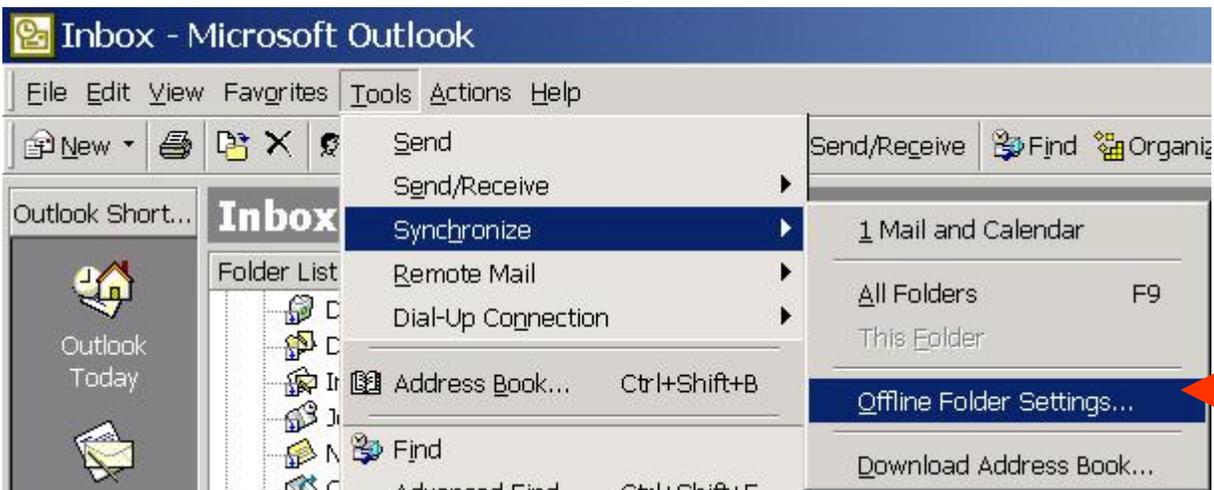
Choose the **Advanced** tab and click the **Offline Folder File Settings**.



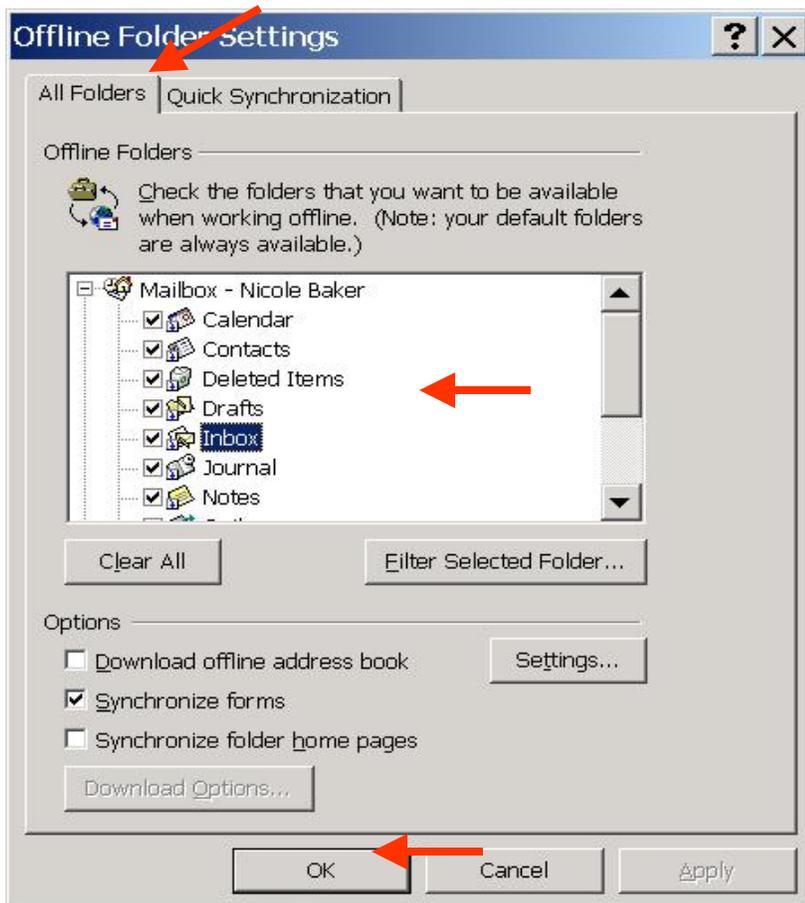
4

In the **File** box, type the path to the file you want to use as the Offline folder. The default name is **Outlook.ost**. Click **OK** to close the **Offline Folder File Settings** dialogue box.

While connected to the network, you must specify the folders that you want to be available offline.



From the **Tools** pull-down menu, choose **Synchronize** then **Offline Folder Settings**.



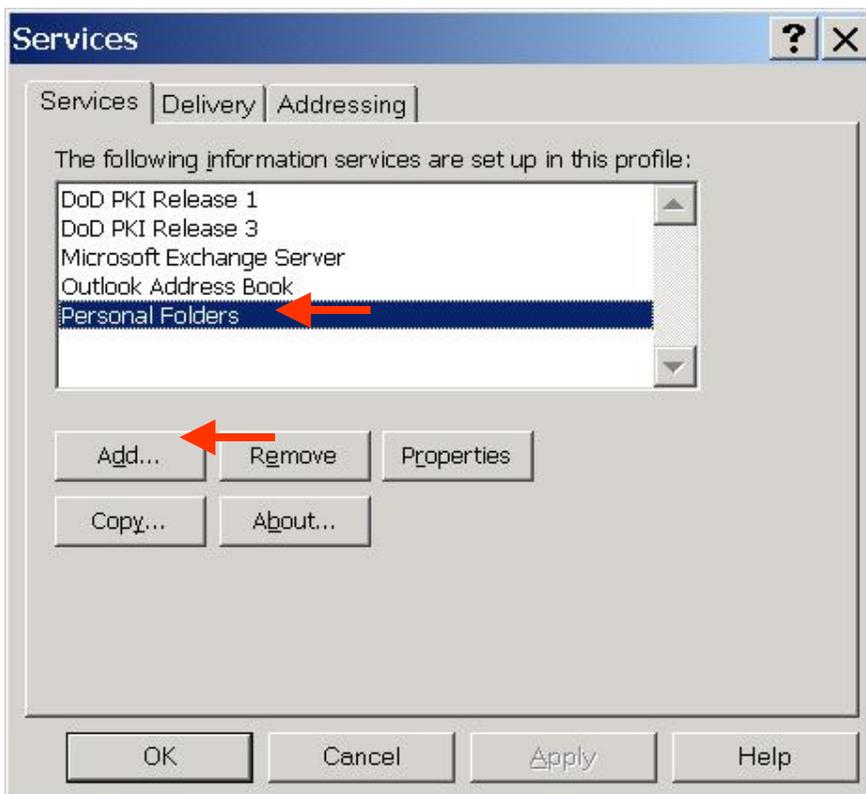
Select the folders you wish to be included, ensure the **All Folders** tab is selected and choose desired folders. Click **OK** when complete.

The next step is to create a "Decrypt" personal file folder. A personal file folder is a data file that stores your messages on the computer.



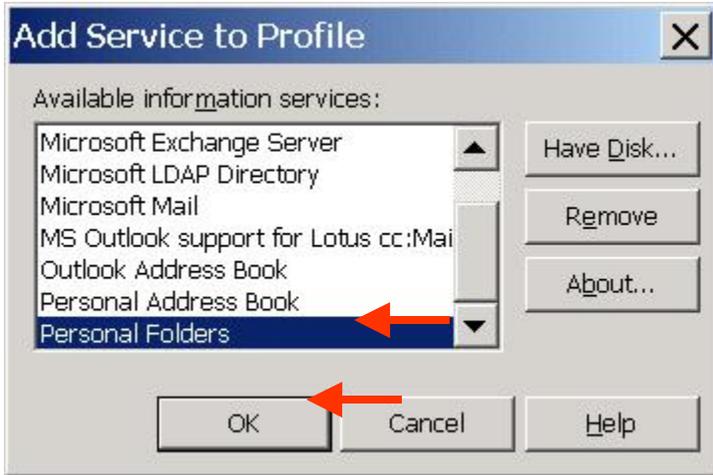
7

In the **Tools** pull-down menu, choose **Services...**



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Highlight **Personal File Folders** and click **Add**.



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Highlight **Personal Folders** and click **OK**.



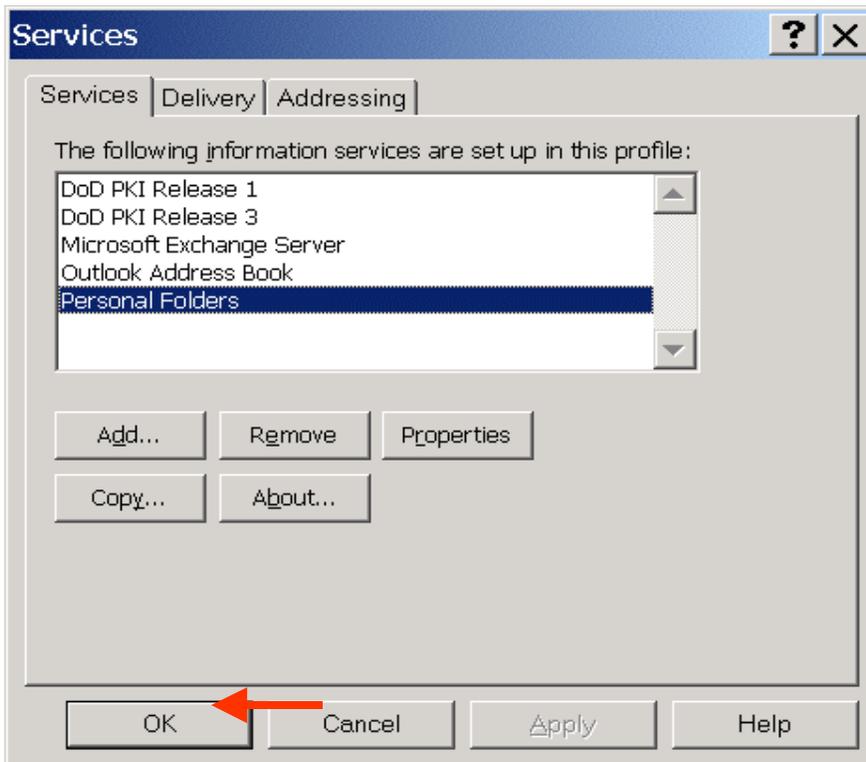
10

Enter the folder file name **decrypt** and click **OK**.



11

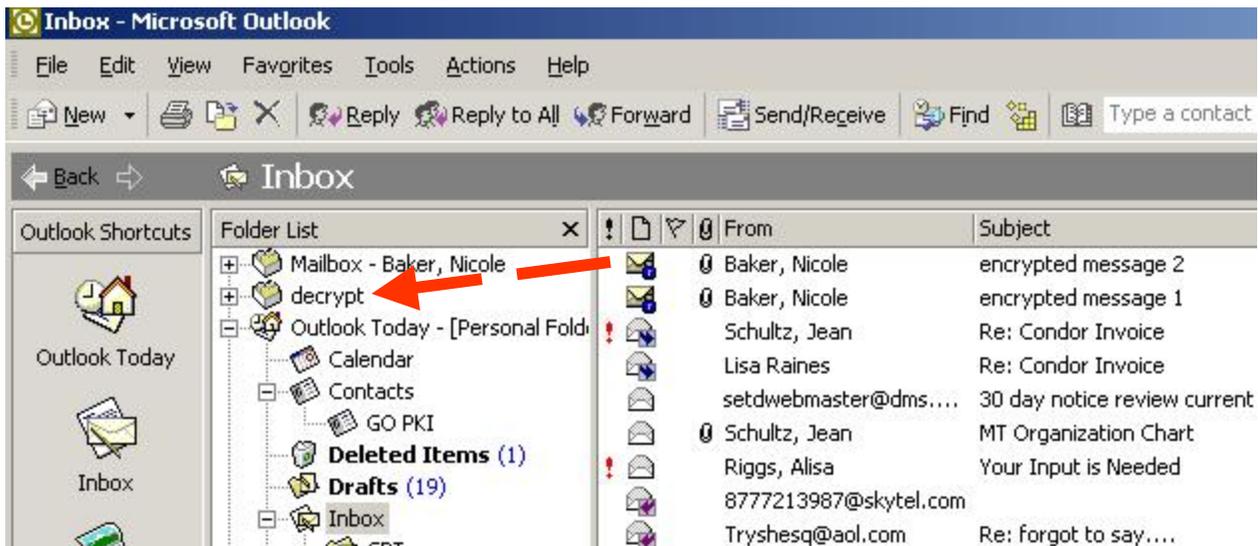
Re-enter the file name if needed. The file folder will be created in the same default location where your other personal folders reside. You may also specify a password to protect the folder. When complete, click **OK**. This folder will now be listed with your other personal file folders in the Outlook window.



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Click **OK** to close the **Services** dialogue box.

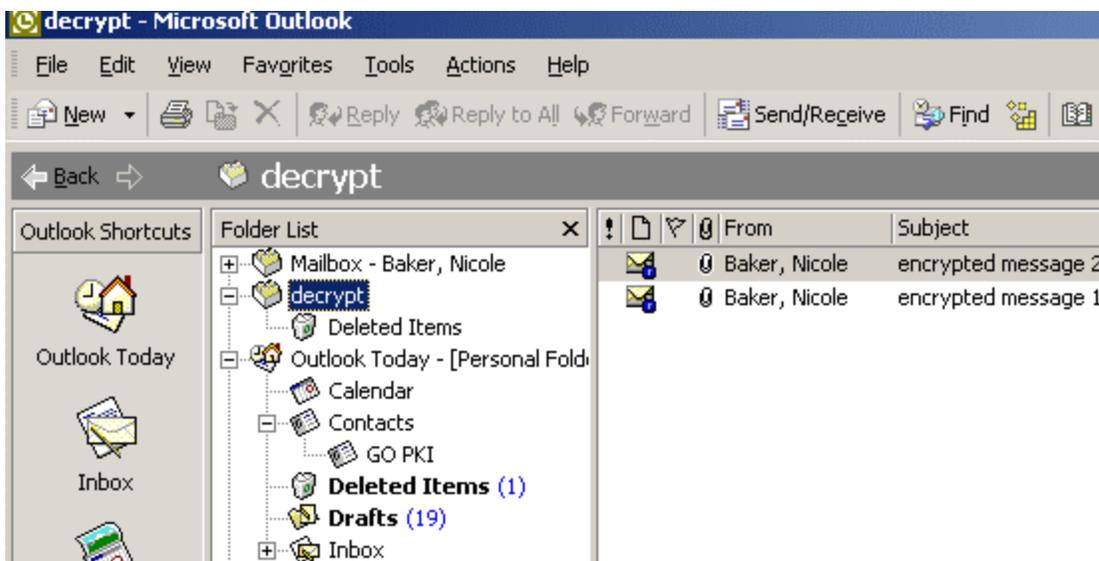
After the personal file folder has been created, move all encrypted emails from your Inbox to the **decrypt** personal folder.



13

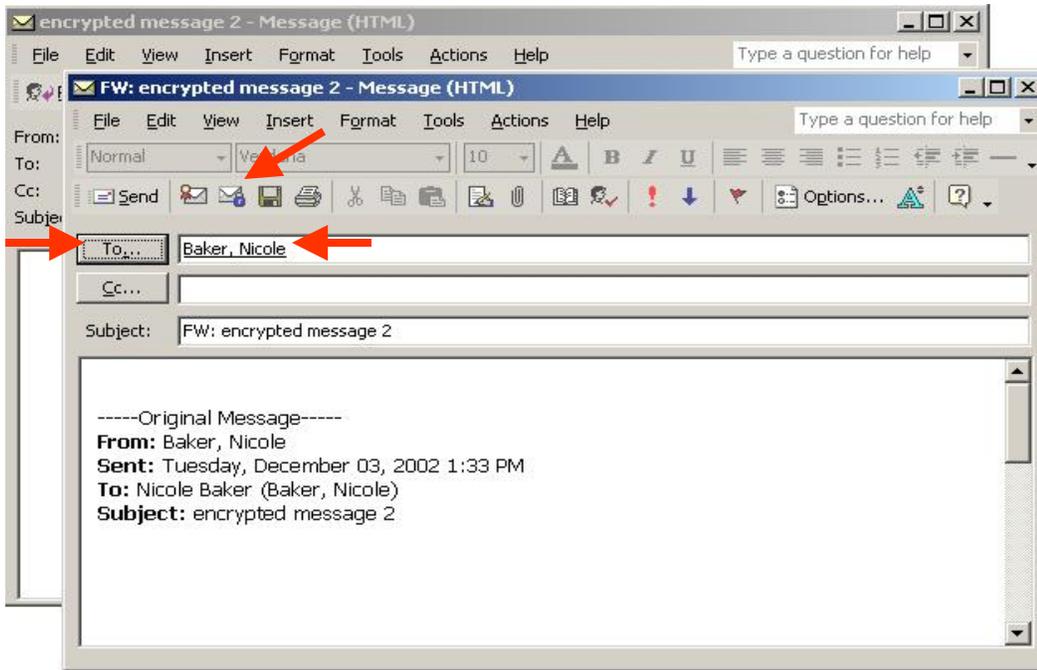
**Drag and drop** all encrypted files from the Inbox into the **decrypt** personal folder.

Each encrypted message will now need to be decrypted and forwarded to your Inbox.



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**The following process will need to be followed for EACH encrypted message.** From within the decrypt folder, **open** an encrypted message.



15

Click the **Forward** button to Forward the message to your email account in a decrypted format. Be sure to **decrypt** the email before sending. To do this, while the message is open, simply **deselect the encryption icon** at the top of the message. (By default the encryption icon will be selected.) Click **Send**.



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The newly decrypted emails will be routed to your Inbox.

Once received, the decrypted emails can be moved to a separate folder for storage.

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