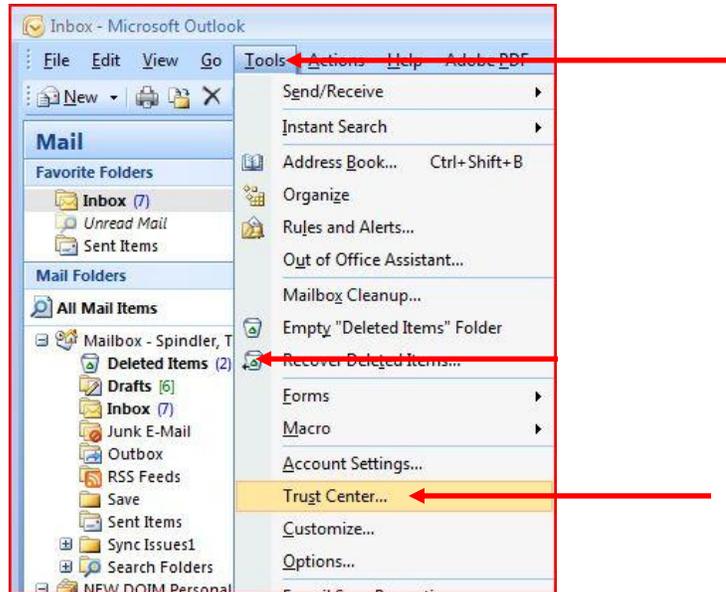




**Enterprise Email**  
**Post-Migration Step 2B**  
**Publish Certificates to the Global Access List (GAL)**



1. From the menu bar select **Tools** and click **Trust Center**.



2. Click **E-mail Security**.





Enterprise Email  
Post-Migration Step 2B  
Publish Certificates to the Global Access List (GAL)



3. Click the **Settings** button.

The screenshot shows the 'Trust Center' interface with the 'E-mail Security' section selected in the left-hand navigation pane. The main content area is divided into three sections:

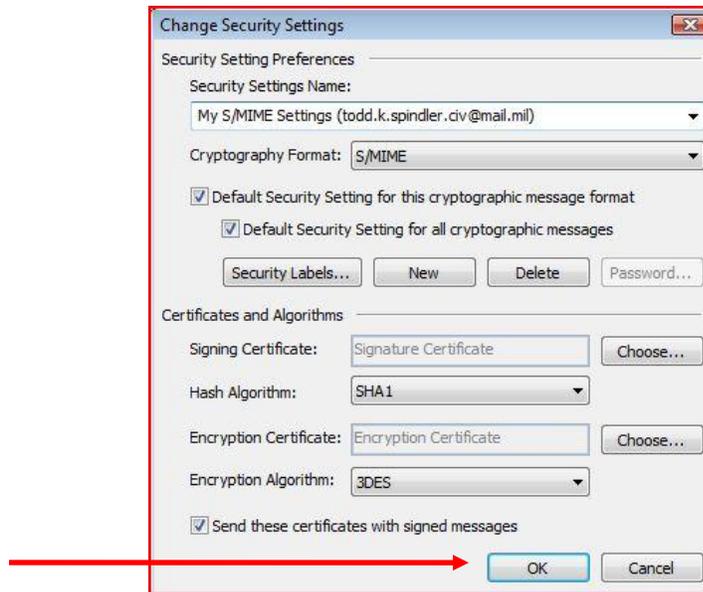
- Encrypted e-mail:** Contains four checkboxes: 'Encrypt contents and attachments for outgoing messages' (unchecked), 'Add digital signature to outgoing messages' (unchecked), 'Send clear text signed message when sending signed messages' (checked), and 'Request S/MIME receipt for all S/MIME signed messages' (unchecked). Below these is a 'Default Setting:' dropdown menu showing 'My S/MIME Settings (todd.k.spindler.civ@mail.mil)' and a 'Settings...' button.
- Digital IDs (Certificates):** Includes a descriptive text and three buttons: 'Publish to GAL...', 'Import/Export...', and 'Get a Digital ID...'.
- Read as Plain Text:** Contains two checked checkboxes: 'Read all standard mail in plain text' and 'Read all digitally signed mail in plain text'.



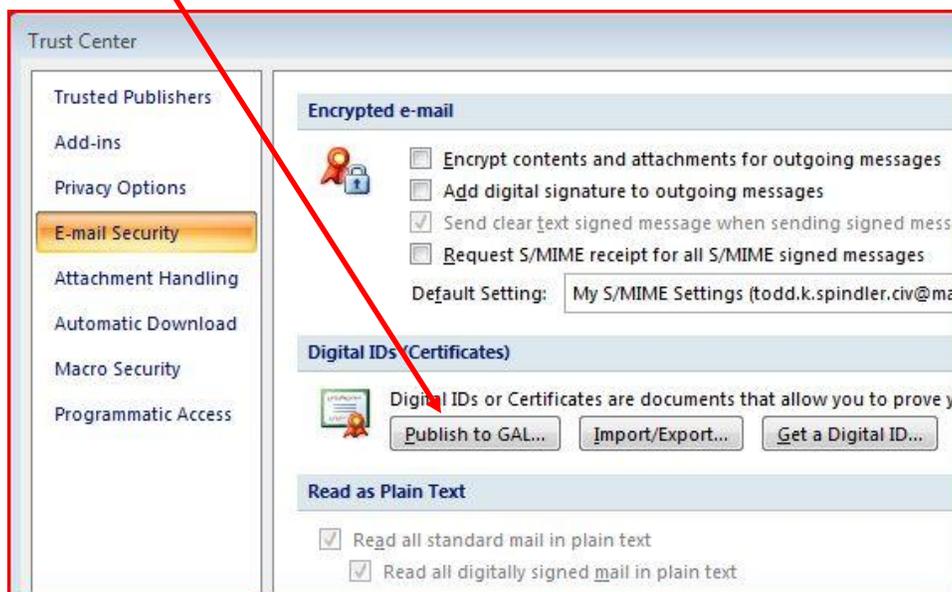
**Enterprise Email**  
**Post-Migration Step 2B**  
**Publish Certificates to the Global Access List (GAL)**



4. The account information should auto-populate. Click **OK**.



5. Click the **Publish to GAL** button.

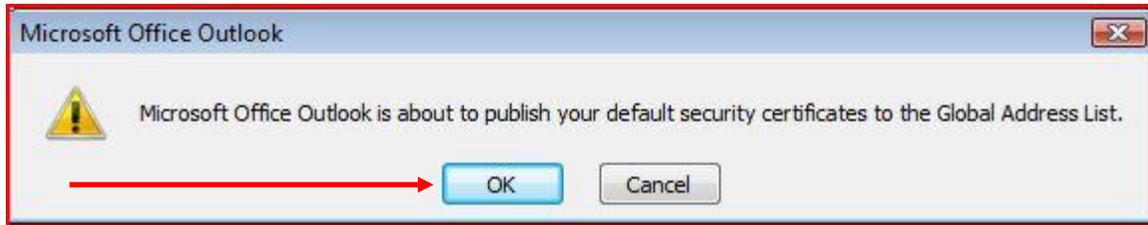




Enterprise Email  
Post-Migration Step 2B  
Publish Certificates to the Global Access List (GAL)



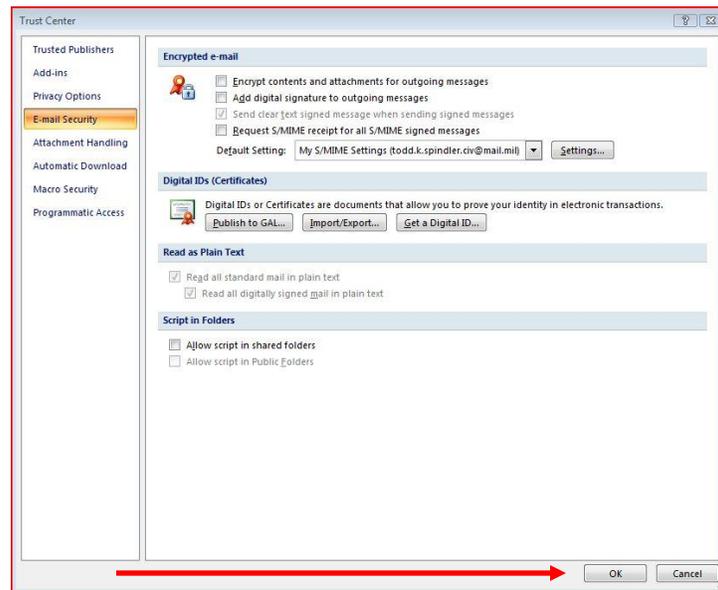
6. Click **OK**.



7. Click **OK**.



8. At the Trust Center window click **OK** to close the window.



9. You have now completed Step 2C.