TeleTrusT – IT Security Association Germany

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# TeleTrusT EBCA
## European Bridge Certificate Authority

Guideline for "Retrieving Certificates"

For users of the
TeleTrusT European Bridge CA

# About the document

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# Content



# Historie

| Ver-sion | Date | Changes | Author |
|---|---|---|---|
| 1.0 | 20.11.2013 | Compilation | Marieke Petersohn |
| 1.1 | 11.12.2013 – 21.01.2014 | Translation and editing | Caroline Schroeter |
| 1.2 | 22.07.2014 | New EBCA logo inserted | Martin Fuhrmann |
| 1.3 | 26.08.2014 | New certBox screenshots inserted | Martin Fuhrmann |

## What is EBCA?

EBCA is a consortium of individual, equal Public-Key-Infrastructures (PKIs) in a PKI network. EBCA ensures a secure and authentic communication between participating companies, institutions, and public administrations.

## Why should users retrieve certificates from EBCA?

It is necessary to retrieve a public key (certificate) in order to exchange enciphered S/MIME messages with an email recipient. In standard email clients, the user can retrieve this certificate by integrating accounts that include the public key. Alternatively, the user can exchange (digitally) signed messages and enciphered reply emails which are based on the signed exchange. Furthermore, certificates can be saved and used manually. Additionally, there are specific email programs or interfaces which can take over these tasks.

The EBCA directory service can be used to exchange enciphered messages with an employee of the EBCA participant via available technologies. Individual certificates can be retrieved manually through our internet interface. If a user requests certificates more frequently, we suggest integrating our directory service as an address book in the standard email client. In turn, if specific software for a secure email communication is already being used, the service provider can integrate the EBCA service in the software. Many service providers and manufacturers are already doing that within a framework of an EBCA technology partnership.

The following guideline demonstrates how the interface can be used in a standard system.

## Guideline for a manual directory service request via a website

The following illustrations show how the user can retrieve a certificate through a webpage of the EBCA service directory.

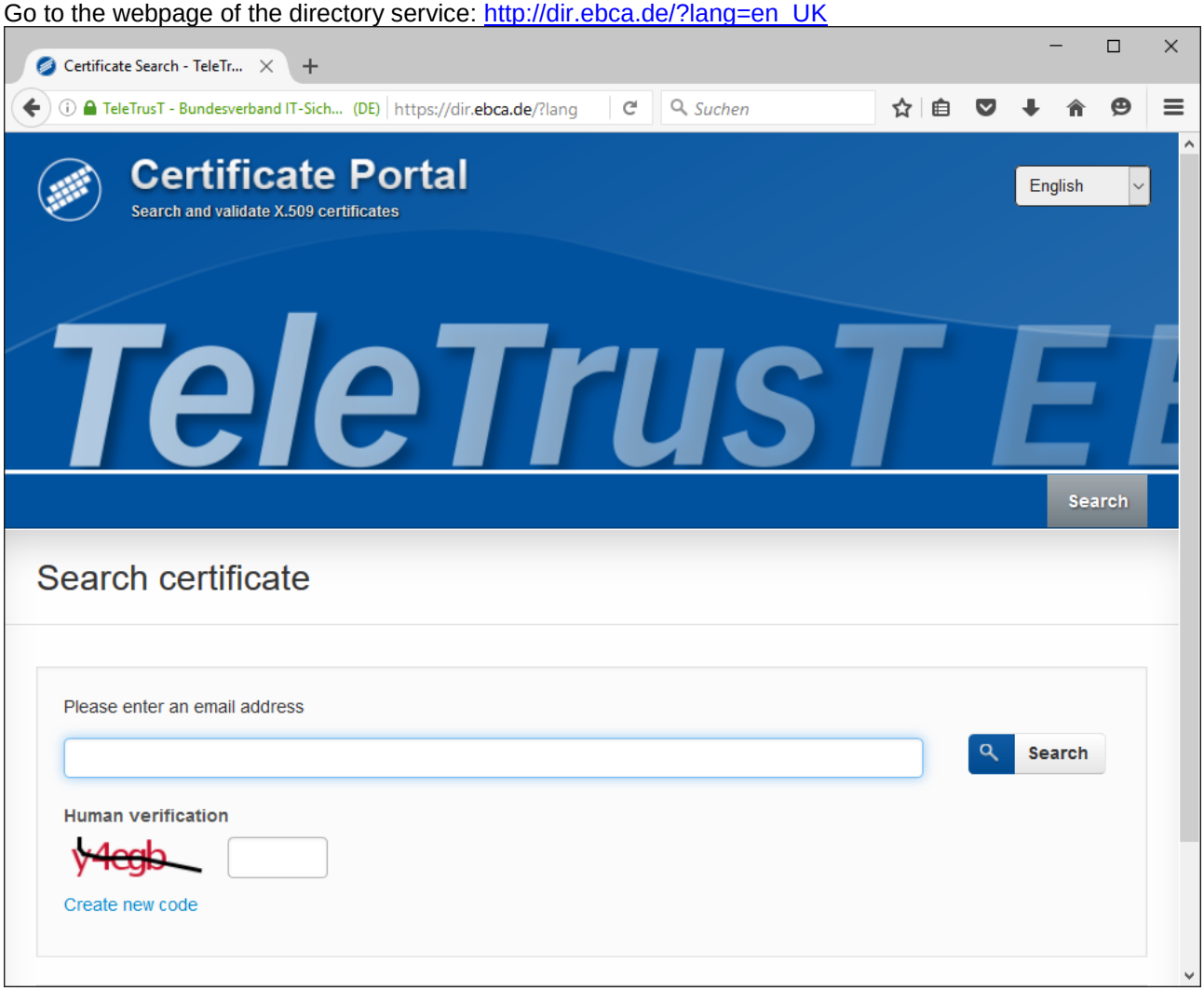
After successfully retrieving the desired certificate, the user can save the certificate and use it for enciphered email exchange using S/MIME standards.

### Before you start

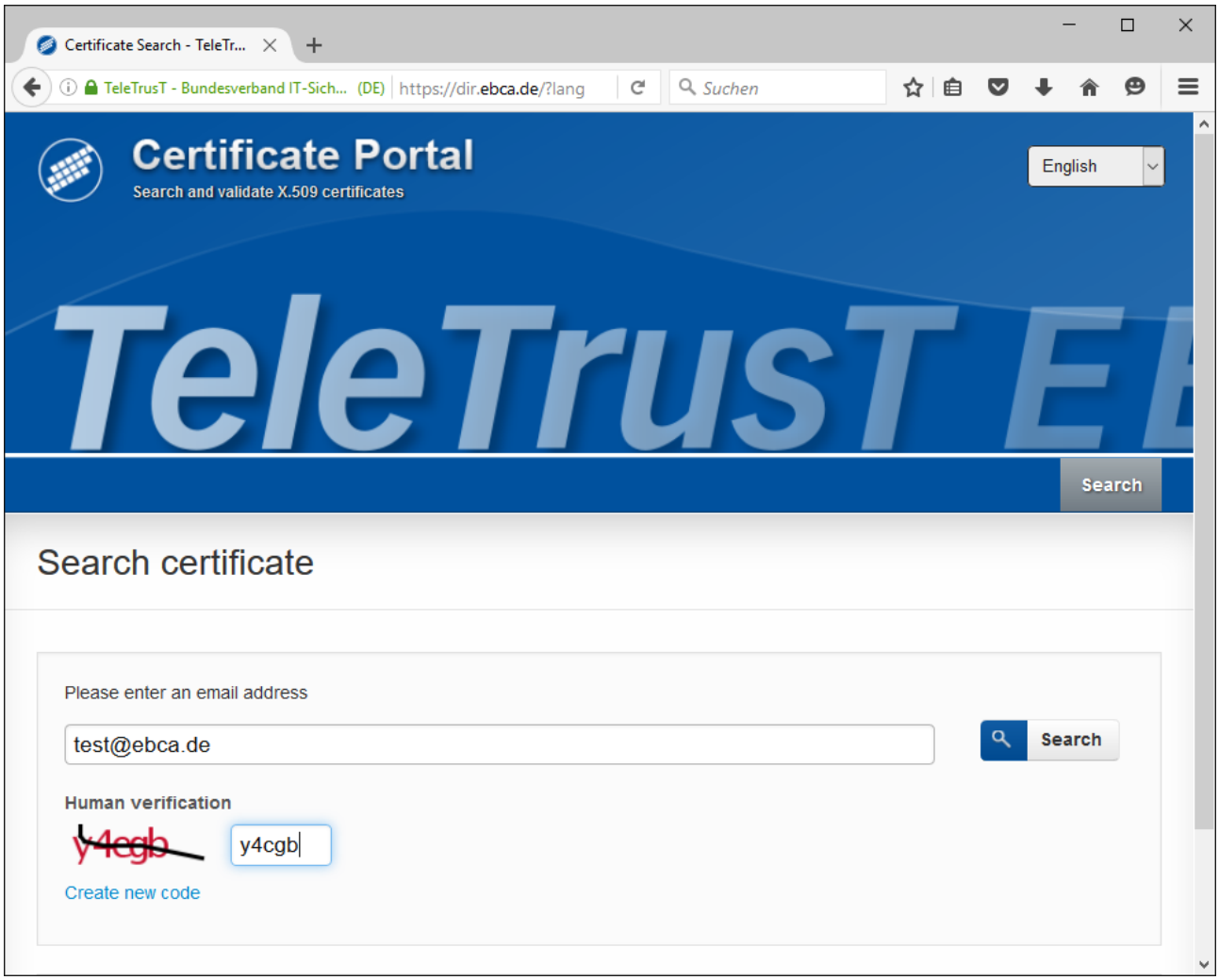
- Go to the webpage of the directory service: http://dir.ebca.de/
- Identify the email address of the recipient

### Step-by-step guide for retrieving a certificate using the web interface

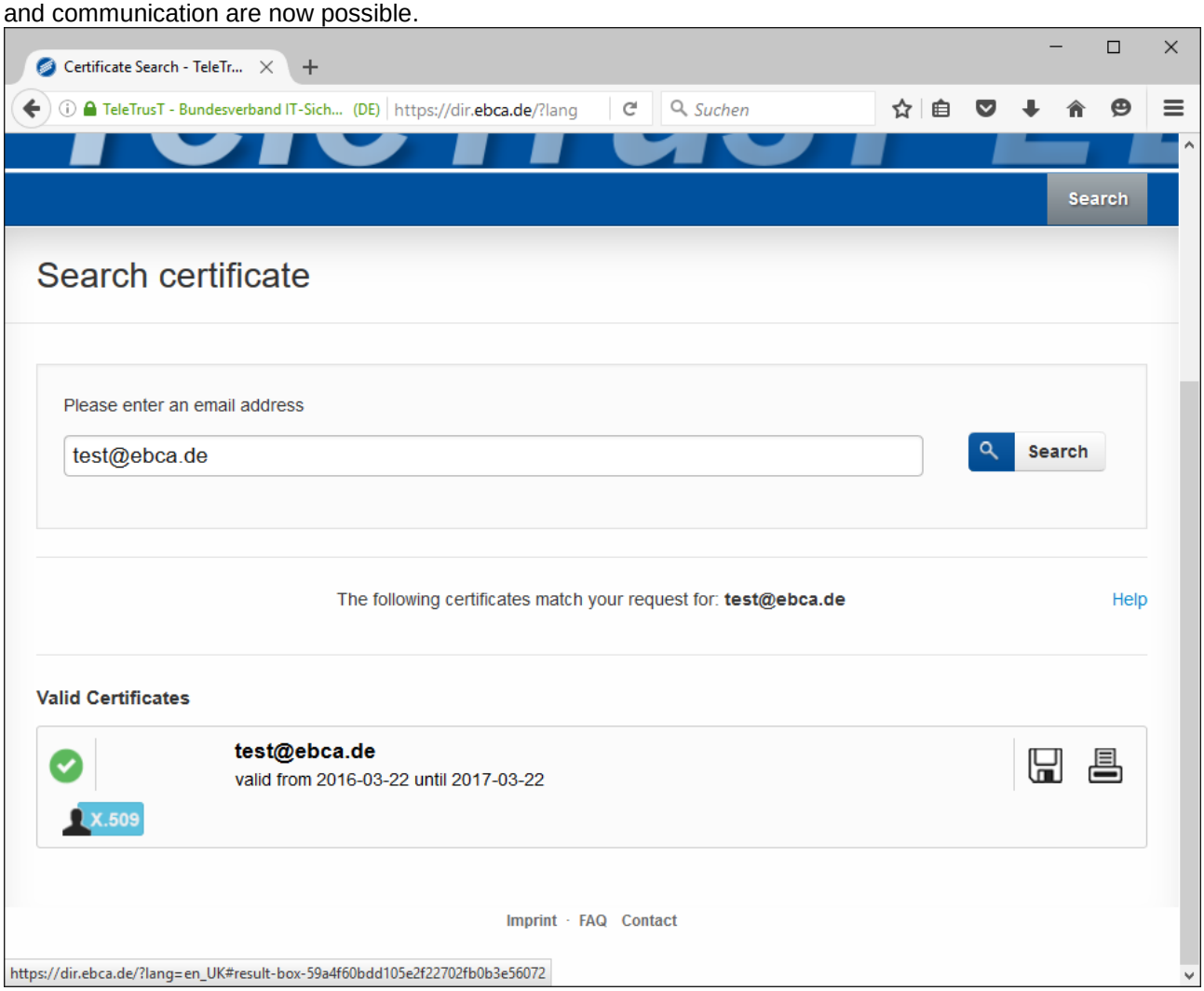
1. Go to the webpage of the directory service: http://dir.ebca.de/?lang=en_UK



2. Fill out the security query and add the email address for which you want to retrieve the certificate and click the search button.



3. If the search was successful, the certificate will be shown below and you can either download it directly or as a digital business card. Depending on the email client you are using, enciphered email exchange and communication are now possible.




If you are having trouble retrieving a certificate, please visit the FAQ website: https://www.ebca.de/en/faq/.

The provider of your standard email client will demonstrate how to install and realize enciphered communication in your email client. The following guidelines are made available by selected service providers:

Microsoft **Office Outlook 2013**:
http://office.microsoft.com/en-gb/outlook-help/encrypt-email-messages-HA102748945.aspx?CTT=1

Microsoft **Office Outlook Mac 2011**:
http://office.microsoft.com/en-gb/mac-outlook-help/send-a-digitally-signed-or-encrypted-message-HA102928381.aspx?CTT=1

**Apple Mail** (Mavericks):
http://support.apple.com/kb/PH14941?viewlocale=en_US

**Thunderbird**:
http://kb.mozillazine.org/LDAP_access_via_Address_Book or
http://kb.mozillazine.org/Message_security#Sending_mail

Microsoft **Office Outlook 2010**:
http://office.microsoft.com/en-gb/outlook-help/encrypt-email-messages-HP010355559.aspx?CTT=1

Microsoft **Windows Mail** (Windows Vista):
http://windows.microsoft.com/en-us/windows-vista/using-digital-ids-to-sign-or-encrypt-windows-mail-messages

Microsoft **Office Outlook 2007**:
http://office.microsoft.com/en-gb/outlook-help/encrypt-e-mail-messages-HP001230536.aspx?CTT=1

Microsoft **Office Outlook 2003**:
http://office.microsoft.com/en-gb/outlook-help/encrypt-messages-HP006369952.aspx?CTT=1

## Guideline for an automatic directory service request via LDAP

The following illustrations demonstrate how a certificate can be retrieved in a standard email client via a LDAP connection.

### Before you start

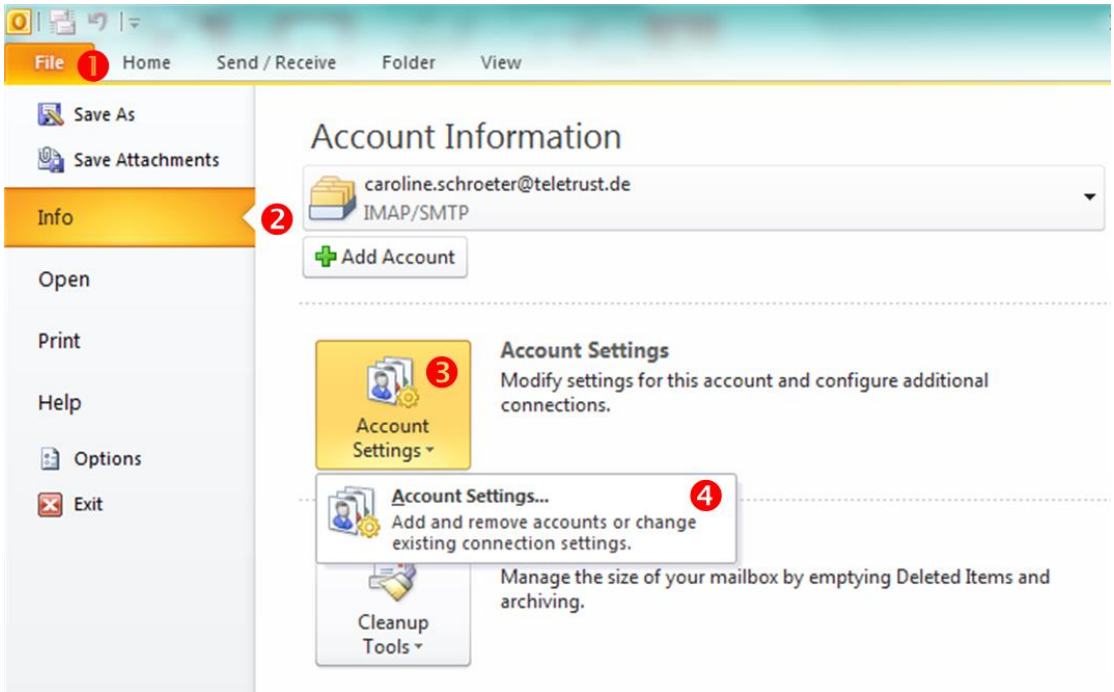
The EBCA directory service can easily be integrated in the user's email client. The following date is relevant for this step:

| | |
|---|---|
| **Server of the directory service** | dir.ebca.de |
| **Port** | 389 |
| **Search basis** | o=ebca |

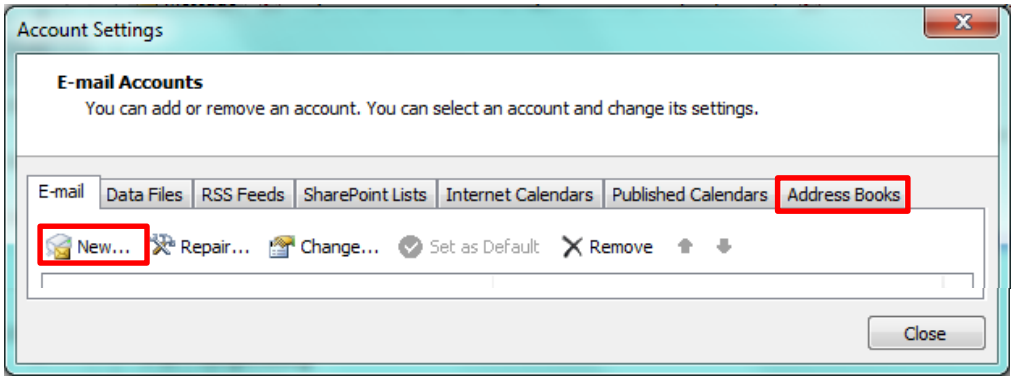
### Step-by-step guide for configuring Outlook 2010

This guideline is for Microsoft Outlook 2010 but the procedure for other Outlook versions may be similar.

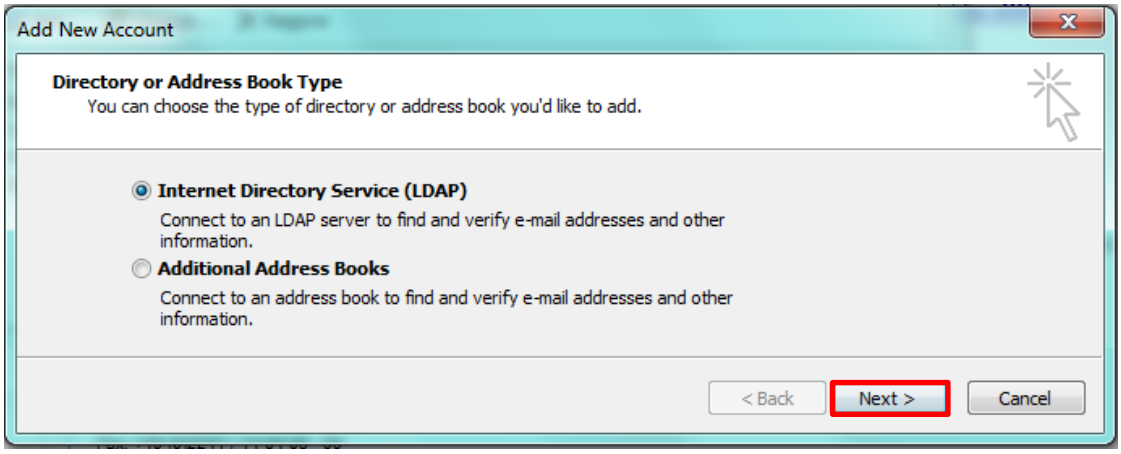
1. Open Outlook and go to "account information". There, go to "file" (1) – "info" (2) – "account settings" (3) – "account settings" (4).



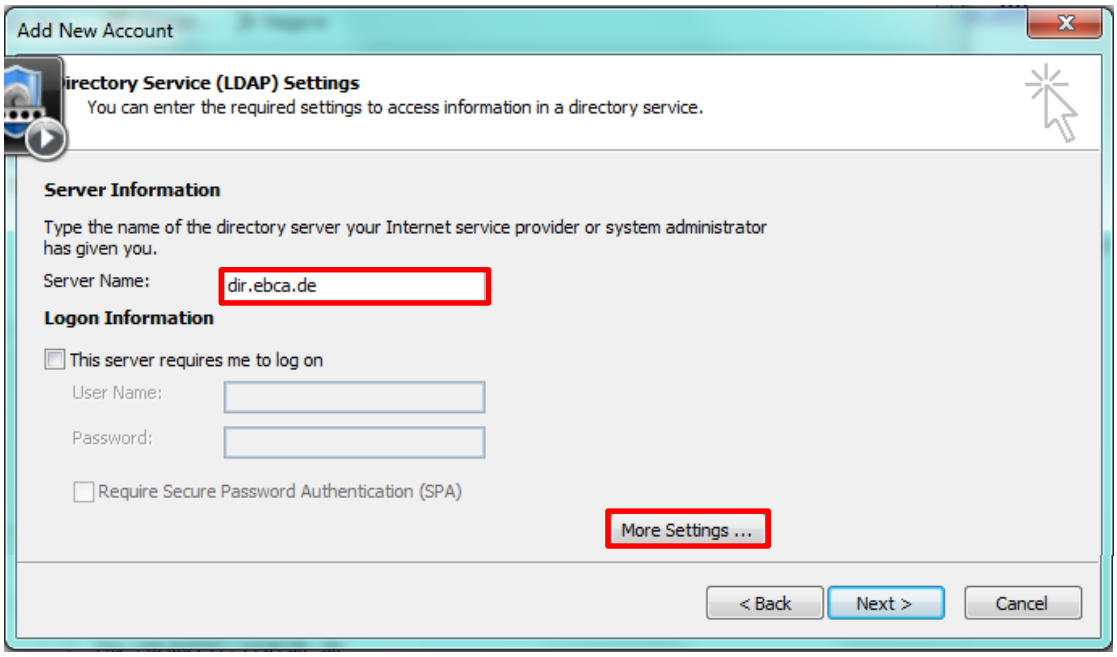

2. A new window will open. Now go to "address books" and click the "new" button.



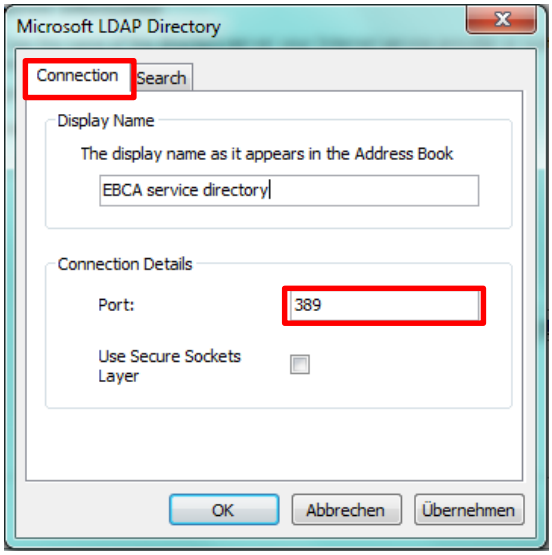
3. Select "internet directory service (LDAP)" and click "next".

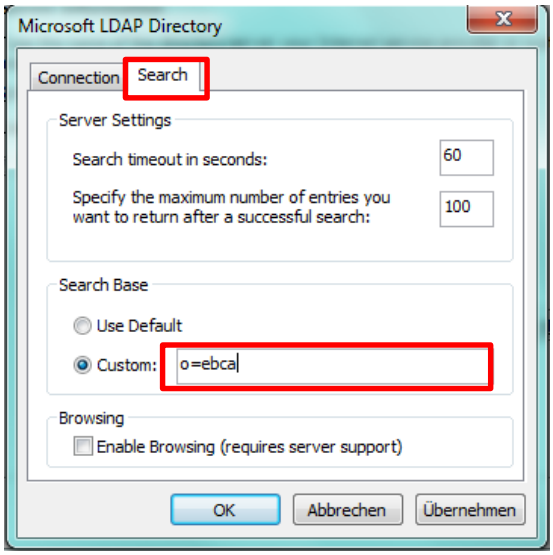



4. Fill in "dir.edca.de" as the new server name and click "more settings".




5. Add port "389" under "connections" and fill in "o=ebca" under "search".

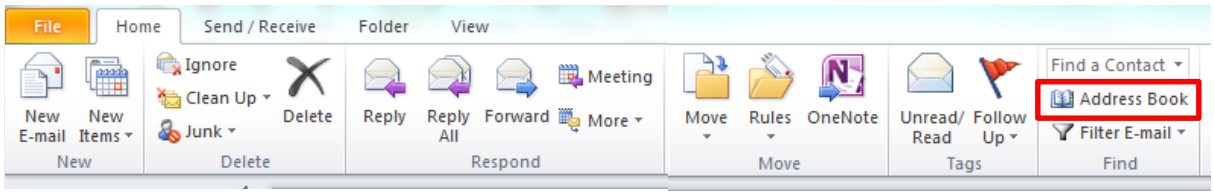


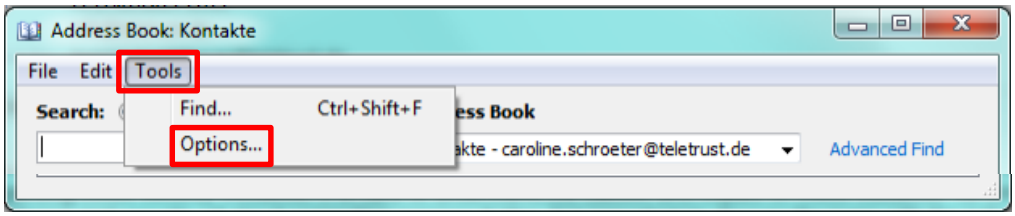
6. Confirm the changes by clicking the "OK" button and end the configuration by clicking "continue" & "finish".
7. Restart Outlook.

Please define an order of retrieval for an automatic request when sending enciphered messages. This can be done as follows:

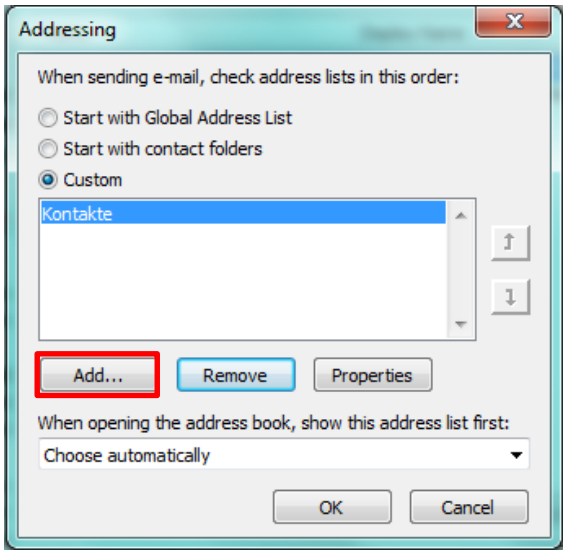
1. Go to "Start" and select the "address book" button.



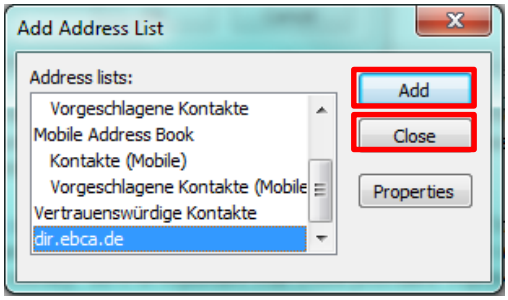

2. Go to "tools" and select "options".



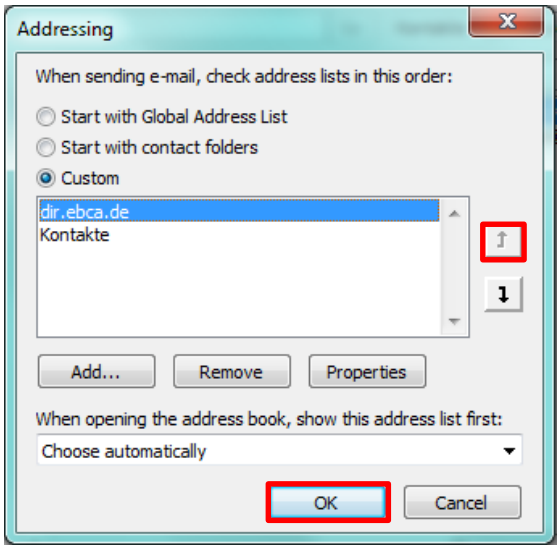

3. Add a new address list.




4. Select the new address list and click "add" and then "close".



5. Move the new entry to the top position with the help of the arrow button. Now, the EBCA directory service will automatically retrieve certificate if the user wants to send an enciphered message.




The service provider of your standard email client will demonstrate how to install and integrate LDAP directory services in your email client.

The following guidelines are made available by selected service providers:

**Microsoft Office Outlook 2013**: analogue to Office Outlook 2010

**Apple Mail** (Mavericks):
http://support.apple.com/kb/TA20556?viewlocale=en_US

**Thunderbird**:
https://wiki.mozilla.org/Thunderbird:Help_Documentation:Connecting_to_an_LDAP_address_book

Microsoft **Office Outlook 2010**:
http://office.microsoft.com/en-gb/outlook-help/add-or-remove-an-address-book-HA010356425.aspx?CTT=1

Microsoft **Office Outlook 2007**:
http://office.microsoft.com/en-gb/outlook-help/configure-the-address-book-for-ldap-HA010210161.aspx?CTT=1

Microsoft **Office Outlook 2003**:
http://office.microsoft.com/en-gb/outlook-help/add-or-remove-an-address-book-HP005242634.aspx?CTT=1

If you encounter any problems configuring your email client, please do not hesitate to contact us.