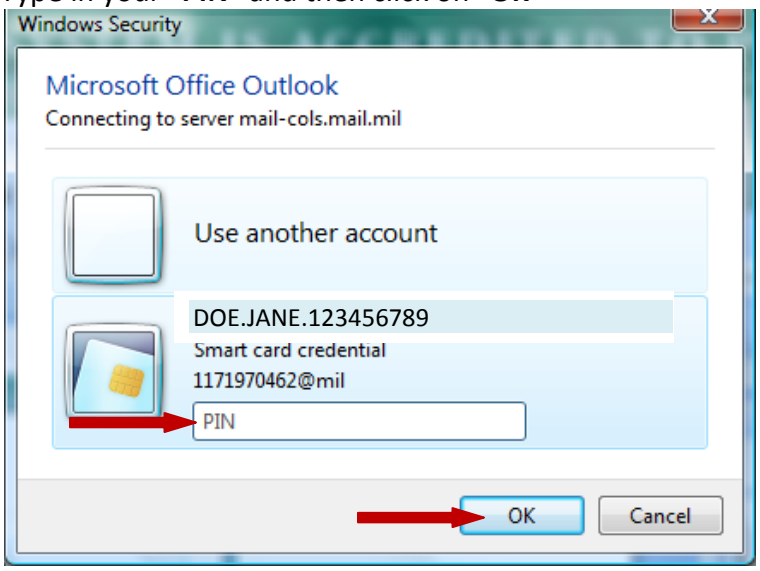
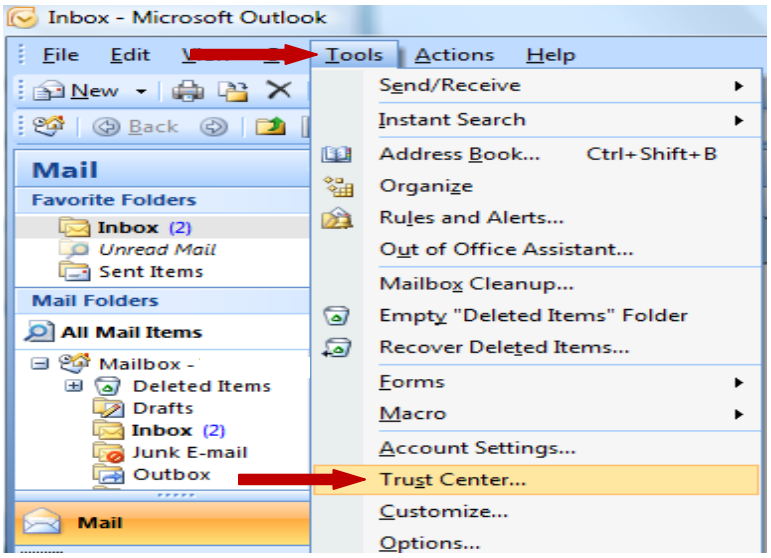
How to Publish your Certificates to the GAL

1. Open "**Outlook**"

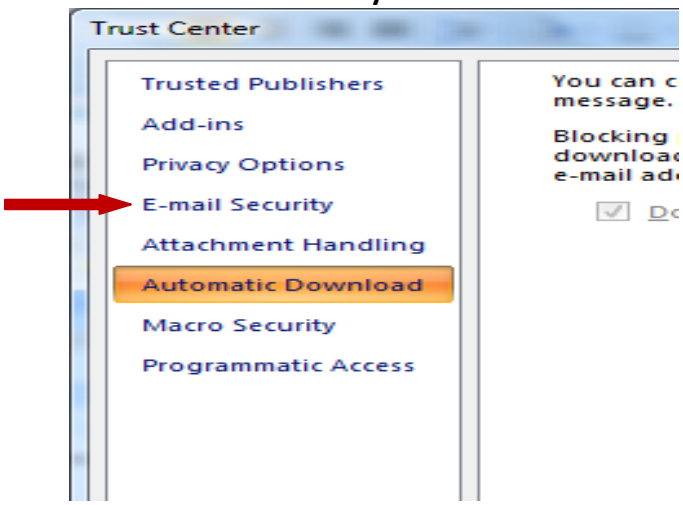
2. Type in your "**PIN**" and then click on "**OK**"



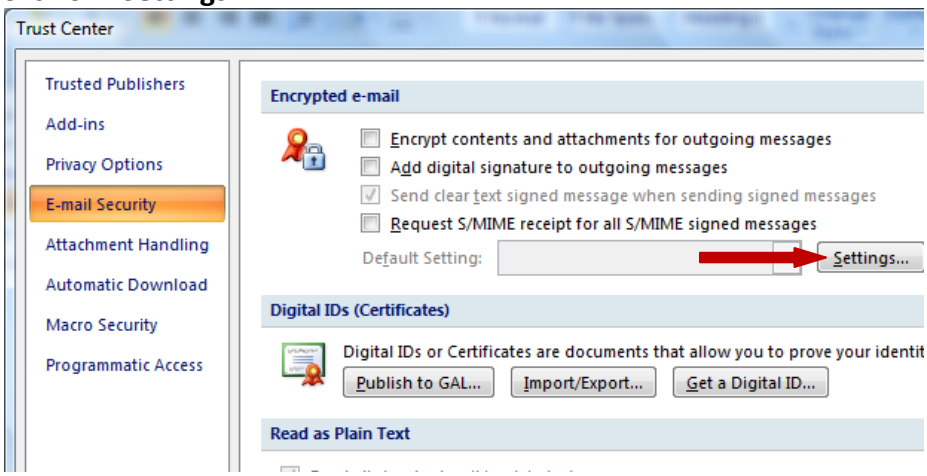
3. Click on "**Tools**" and then click on "**Trust Center**"



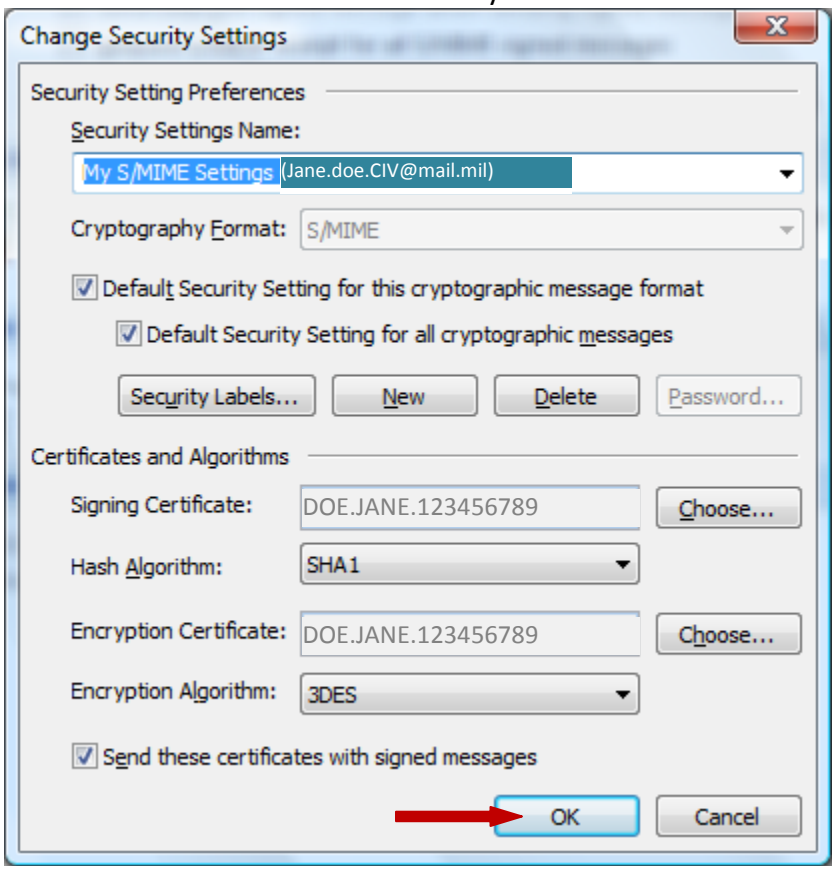
4. Click on "**E-mail Security**"



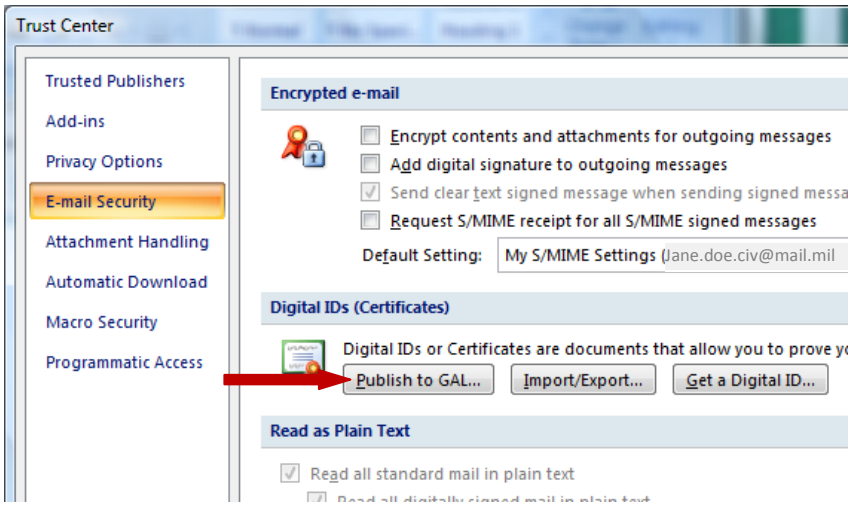
5. Click on "**Settings**"



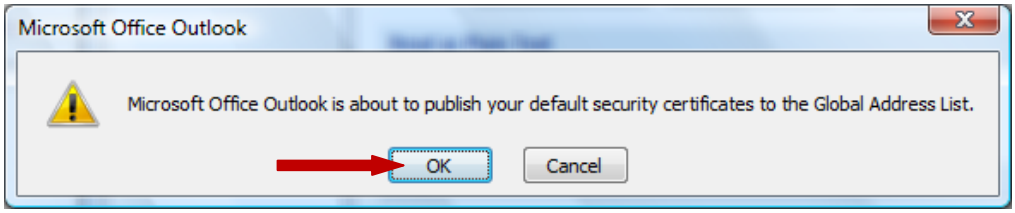
6. Your information should automatically fill in. Click on "**OK**"



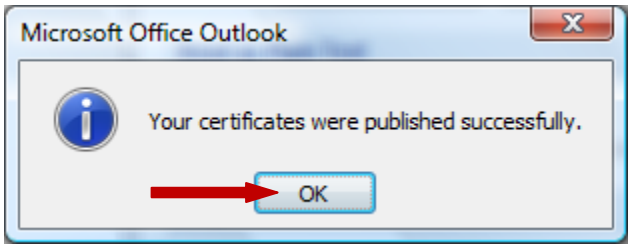
7. Click on "**Publish to GAL**"



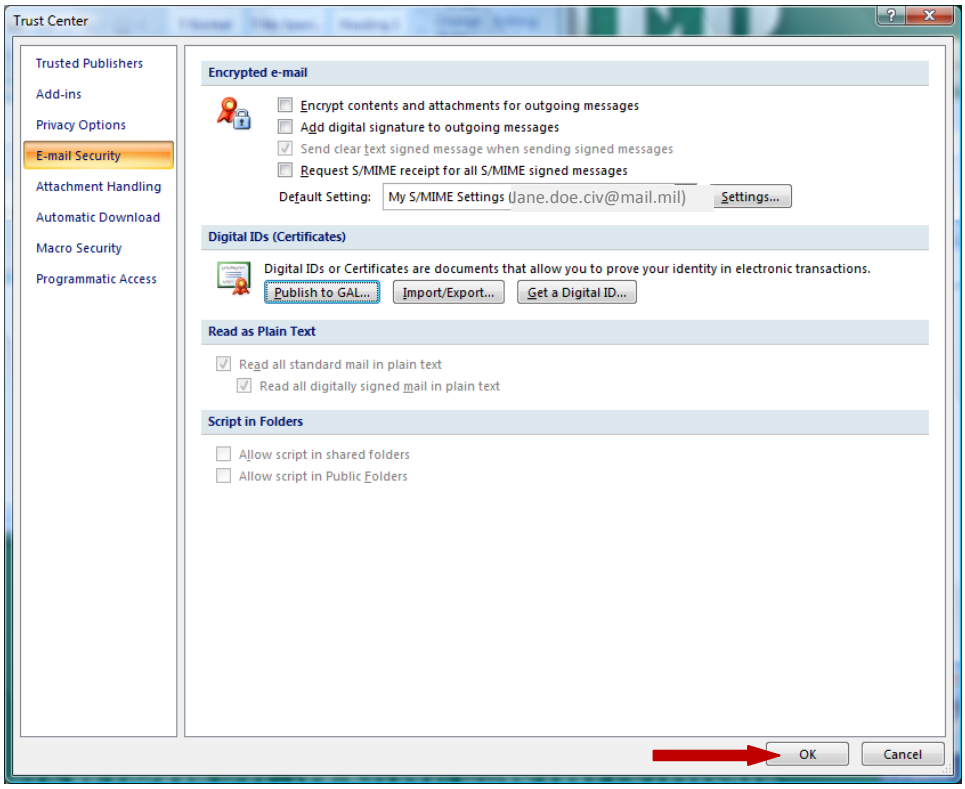
8. Click on “**OK**”



9. Click on “**OK**”



10. Click on “**OK**”



Your certificates are now published to the GAL