How to update your e-mail certificate

In Internet Explorer:
- Choose Tools, then Internet Options
- Click on the “Content” tab
- Click on the “Certificates” button
• Click on the “Intermediate Certification Authorities” tab. Look under the “Issued to” column for certificates from “postal” or “postal.sals.edu”. If you see any certificates from that, please highlight that certificate and click on the “Remove” button. Respond “Yes” to any warnings about removing the certificate.

• Click on the “Trusted Root Certification Authorities” tab. Look under the “Issued to” column for certificates from “postal” or “postal.sals.edu”. If you see any certificates from that, please highlight that certificate and click on the “Remove” button. Respond “Yes” to any warnings about removing the certificate.
- Click on “Close” (close the Certificate Manager)
- Click on “Ok” (close Internet Options)
- Go to the http://email.sals.edu OR http://email.mvls.info website and click the Get Certificate link.
- Click YES on the next few message boxes that appear.

When this message is all you see:

Root Certificate Authority Installation

- Close your browser and reopen it, go back to the http://email.sals.edu or http://email.mvls.info page and click Sign On. You should be able to see the logon screen for Outlook Web Access.

***NOTE FOR CLIFTON PARK USERS ONLY***
Once you have reinstalled the certificate, close your browser and open the Outlook application. It may take a little longer to start up, about 5mins, please be patient.