

# How to Sign Microsoft Word Documents Using GPO Entrust PKI Certificates

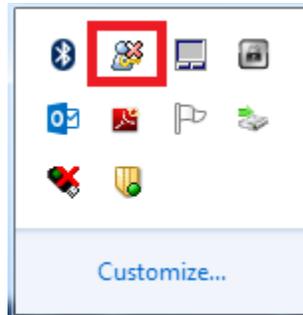
August 27, 2018

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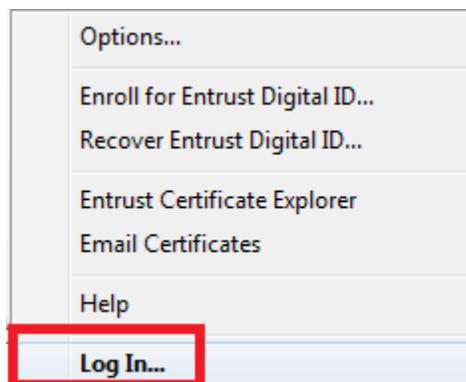
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## How to Login to use your Entrust Certificate

1. Right Click the Entrust Icon in your system tray shown below.



2. Left Click the “**Log In**” option, in the menu shown below.
  - a. If you see a “**Log Out**” option; you are already logged into your Entrust certificate, and can skip to the section on “How to Sign a Microsoft Word Document”.



3. Enter your Password you created for your GPO PKI Entrust certificate, and Click “**OK**”.



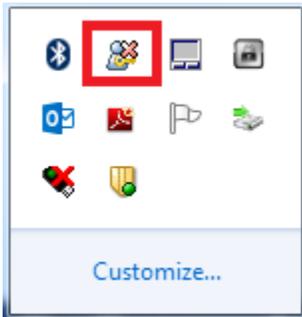
## Signing Microsoft Word Files with a GPO Entrust PKI Certificate

4. To confirm you successfully logged on, you can click the arrow to check the system tray.

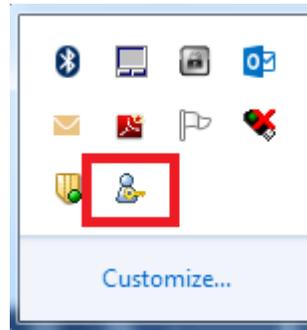


5. If the Entrust icon looks like diagram 2, you are ready to use your PKI Certificate.

### 1. Not logged in:

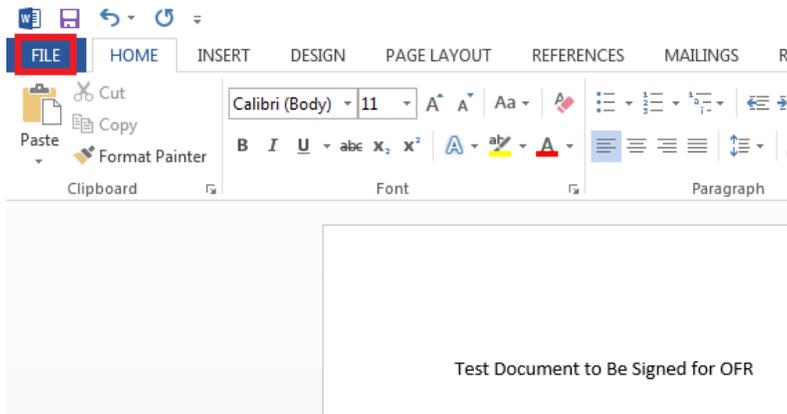


### 2. Logged in Successfully:

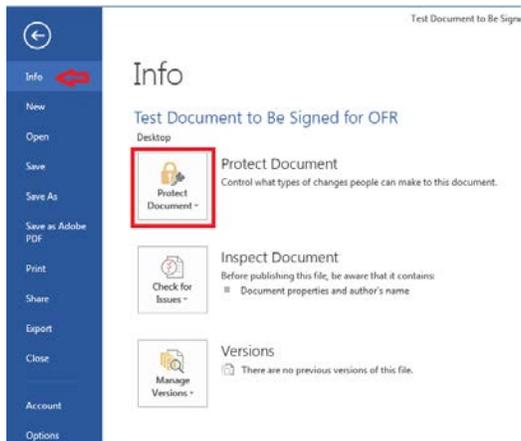


## How to Sign a Microsoft Word Document

1. To sign a Microsoft Word document, in native Microsoft Word format, you must open the Word Document to be signed using Microsoft Word version 2010, or later.
2. While inside Microsoft Word; select the **“File”** option from the menu as shown below.

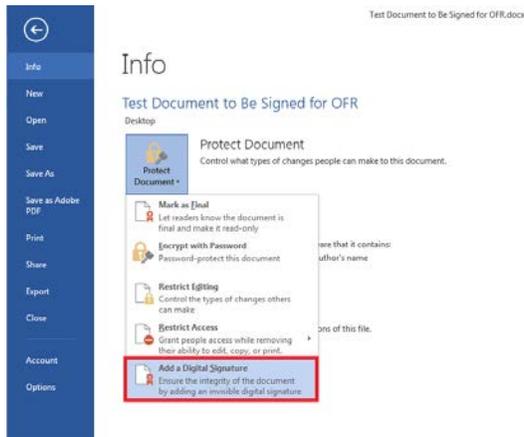


3. From the **“Info”** section, select **“Protect Document”**.

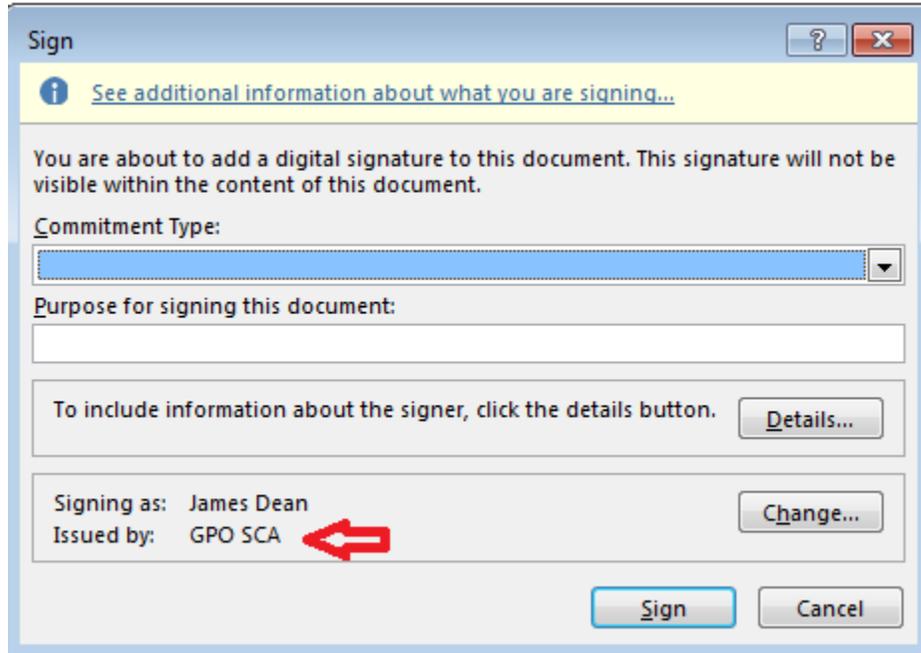


## Signing Microsoft Word Files with a GPO Entrust PKI Certificate

- From the Options displayed, select “**Add a Digital Signature**”.

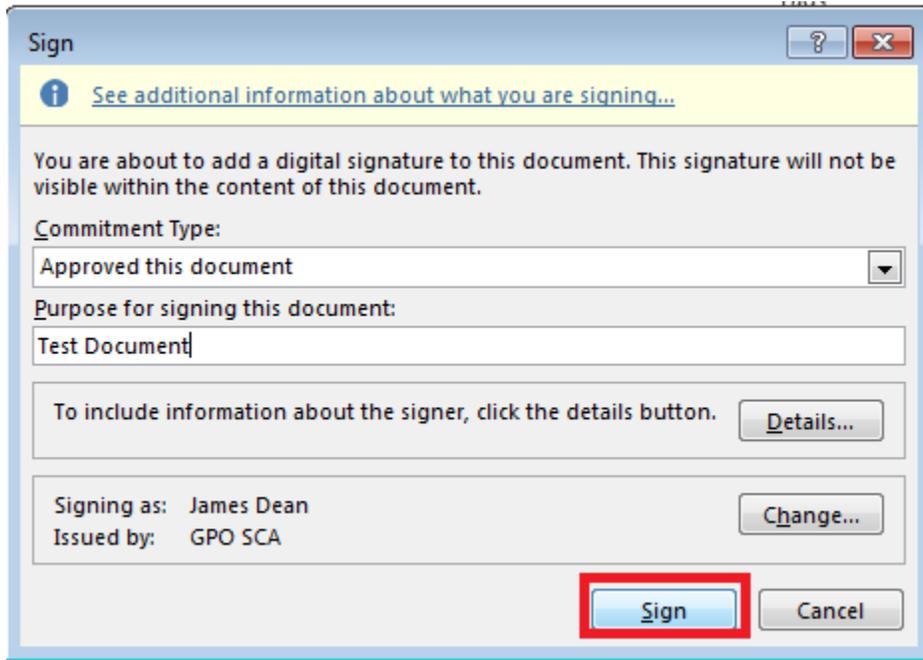


- You should have a window with options displayed shown below.
  - Select the “**Commitment Type:**” field, e.g. “Approved this document”.
  - If required, complete the “**Purpose for signing this document:**” field.
  - Verify the “**Signing as:**” field lists your name and “**Issued by:**” lists “**GPO SCA**”.
  - If an incorrect certificate had been selected select “**Change**” to select the correct one.

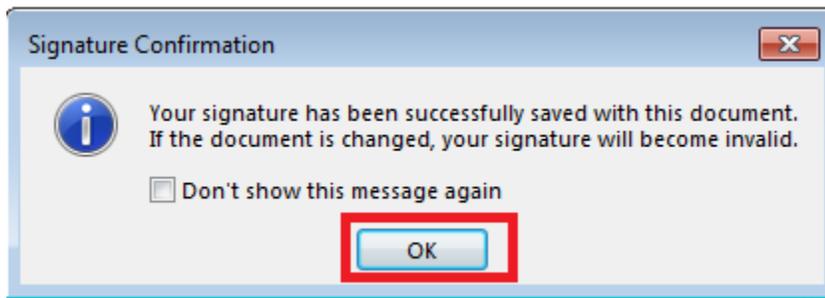


## Signing Microsoft Word Files with a GPO Entrust PKI Certificate

- When all information in the fields shows correctly; Select **“Sign”**.



- You should receive a message window showing the digital signature has been successfully saved with this document. Click **“OK”** to close message.
  - If you have checked the box for “Don’t show this message again”, you will only receive a message if there is some error with signing or saving the document.



## Signing Microsoft Word Files with a GPO Entrust PKI Certificate

8. The Word document now includes a digital signature and Microsoft Word can be closed.

