Digital ID Tutorial: Digital ID Directory Service

The following tutorials provide step-by-step instructions for everyday use of your Digital ID℠.

Enjoy the Convenience of the New VeriSign Digital ID Directory Service

VeriSign's new public directory is your "white pages" for Digital IDs. Look up anyone's Digital ID, then send and receive signed and encrypted e-mail -- all from within Netscape Messenger or Microsoft Outlook Express.

Sending Secure E-Mail is Simple

Just compose an e-mail and click the security icon to sign and encrypt it. If the recipient's Digital ID is already in your address book, just hit "Send". If not, it's simple to search the directory by your recipient's name, then save his or her Digital ID to your address book

- Click here to learn how to add VeriSign's directory service to Netscape Communicator.

- Click here to learn how to optimize Microsoft Windows Address for a Digital ID search.

NOTE: If you are using an e-mail package that doesn't support the directory, you can still locate and retrieve Digital IDs using the Digital ID Center's online Search (https://digitalid.verisign.com/services/client/index.html).

Search For Digital IDs

Search our online database for anyone's Digital ID by entering the name, e-mail address, or serial number and issuer name contained in the Digital ID, and clicking on the SEARCH button. If you cannot locate a Digital ID by e-mail address or name, the owner of the Digital ID may have chosen to "unlist" it when setting Digital ID preferences. In order to find it, you will need to obtain the serial number and issuer name of the Digital ID from its owner

You cannot use wildcard characters. By clicking the SEARCH button you accept the terms of our Relying Party Agreement.
(https://digitalid.verisign.com/services/client/help/relying_party.htm)

Search by E-mail Address (recommended):

Enter the E-mail Address: (example: john_doe@verisign.com)	
Search for Digital IDs that are:	○ Valid ○ Expired ◉ All ○ Revoked ○ Pending

Search

Search by Name:

Enter the Exact Name: The name must be entered exactly as it is in the Digital ID, including punctuation.	
Search for Digital IDs that are:	○ Valid ○ Expired ◉ All ○ Revoked ○ Pending

Search

Search by Digital ID Serial Number and Issuer Name:

Select the Digital ID Type: (Issuer name)	VeriSign Class 1 CA
Enter the Digital ID's Serial Number:	

Search

Adding the VeriSign Digital ID℠ Directory to Netscape Communicator

1. Start Communicator
2. Choose the "Edit" menu
3. Choose the "Preferences" item
4. Expand the "Mail & Groups" item
5. Choose "Directory"
6. Select "New"
7. Enter "Verisign" in the "Description" field
8. Enter "directory.verisign.com" in the "LDAP" server field
9. Choose OK

How to send encrypted E-mail using Netscape Messenger and VeriSign's public directory:

1. Start a new message (CTRL-M)
2. Enter or select an addressee
3. Enter your subject and message
4. Click the "Security" icon (padlock) in the menu or below your message area
5. If the Security Info. window indicates "This message cannot be encrypted" skip to Step 7. If it says "This message can be encrypted" that means the recipient's Digital ID has already been added to your address book. Just check the "Encrypt this Message" box, and click OK to leave the window.
6. Go ahead and Send.
7. If you are told "This message cannot be encrypted", the recipient's Digital ID may not yet have been added to your address book. Click the "Get Certificates" button.
8. At the Search Directory window, Select "VeriSign" from the Select a Directory drop-down list (If VeriSign is not listed you need to follow the directions provided above for adding it to Communicator.) Hit Search.
9. A Search Results window will appear telling you to "Press the OK button to save the certificates found." If the recipient's Digital ID is listed, just hit OK. If not listed, hit Cancel and go to step 12.
10. Click OK to close the Security Info window
11 Go ahead and Send.
12 If the Search Results window does not show your recipient's Digital ID, you should also check the online directory of Digital IDs (https://digitalid.verisign.com/services/client/index.html). If neither search gives you a result, the recipient may not have a valid S/MIME-enabled Digital ID. You can also ask your recipient to send you a digitally signed e-mail message to obtain their Digital ID.

How to optimize the Windows Address Book for VeriSign's public directory

1. Choose "Start" from your task bar
2. Choose "Find" from the program list
3. Choose "People" from the Find list
4. There is a list-box labeled "Look In", select "VeriSign" in this box
5. Right Click over "VeriSign" and choose Properties from the pop-up menu
6. Select the advanced tab and then check the box next to the "Use Simple Search Filter" option
7. Click "OK"

How to use Outlook Express to send secure email

1. Choose "Compose Message" (CTRL-N)
2. Select or enter an addressee
3. Enter a subject and message
4. Choose encrypt from the Tools menu or click on the encrypt icon (envelope with blue padlock)
5. Click "Send". If you get a warning that there isn't a valid certificate in the Address Book for your recipient skip to Step 7.
6. If the recipient has more than one Digital ID you will be prompted to select one. Select, then "Send"
7. If you get a warning "You do not have a valid Digital ID in the Address Book for the following recipients", you'll have to find and add their certificate to the address book. Click "Try Again" to leave this window.
8. Choose the "Tools" menu
9. Choose the "Address Book" item
10. Click the "Find" button in the top toolbar
11. Enter the recipient's name or e-mail address (if one search does not work, try the other)
12. Click "Find Now"
13. If the list presented is empty skip to Step 19
14. If the directory search found an entry, Double Click on the entry you wish to view
15. Confirm this is the entry you want (confirm the e-mail address)
16. Choose "Add to Address Book"
17. Choose "OK"
18. Go ahead and "Send" your message
19. If the Search Results window does not show your recipient's Digital ID, you should also check the online directory of Digital IDs (https://digitalid.verisign.com/services/client/index.html). If neither search gives you a result, the recipient may not have a valid S/MIME-enabled Digital ID. You can also ask your recipient to send you a digitally signed e-mail message to obtain their Digital ID.