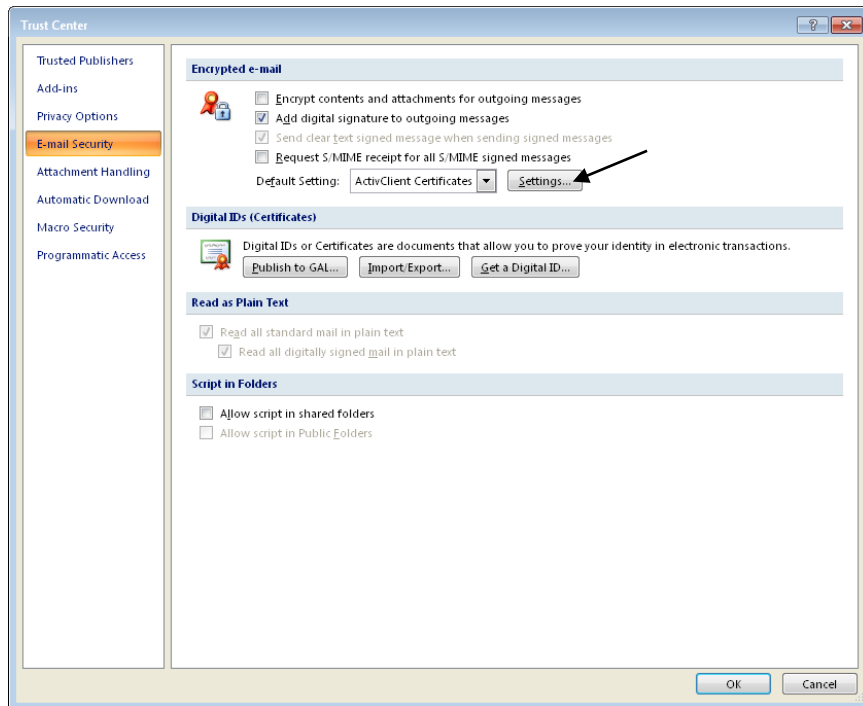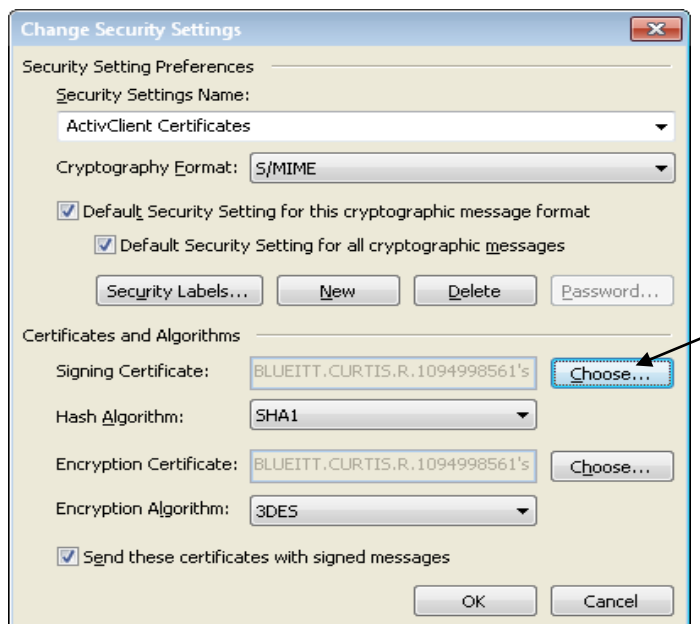# Required Procedures to Perform After Receiving New CAC

1. After receiving new CAC, the certificates must be uploaded into the GAL. Within Outlook click on File, Options, Trust Center, Trust Center Settings, and then E-mail Security. In the "Encrypted e-mail" window click on "Settings."

2. In the following window click the "choose" button that corresponds with the "Signing Certificate" and select the non-email certificate. Proceed to do the same for the "Encryption Certificate" but chose the e-mail certificate for this one. Click "OK" when done.

3. Click on "Publish to GAL" and follow the prompts.