ActivID® ActivClient® for Windows Quick Start Guide

Contents of the ActivClient Distribution

Folder	Description
Product	• **Setup.exe** - automatically detects the platform processor type (32 or 64-bit) and installs ActivClient and its system prerequisites.
	• **Digitally signed versions of ActivClient setup:** • ActivClient x86 7.1.msi • ActivClient x64 7.1.msi
Documentation	• Quick Start Guide (this document) • Overview • Installation Guide • Administration Guide • User Guide • ActivClient Help • ActivClient End User License Agreement • ActivClient ReadMe
Admin	• Unsigned versions of ActivClient setup • **Administrative templates (ADMX and ADML)** • Additional administrative utilities and samples
SDK	• Content of the **ActivClient SDK** to leverage ActivClient middleware to build your own smart card-enabled applications.

Note: The procedures in this document might vary according to your operating system (for example, the Start menu does not exist in Microsoft Windows 8 so you can use the ActivClient application tiles on the desktop).

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Installation and Configuration

Installing	From the ActivClient distribution, run the *setup.exe*, and follow the **Setup Wizard** instructions for a typical (recommended) installation.
Configuring	Use the ActivClient administrative templates in the Microsoft Management Console to define the Group Policy settings for local and domain users.

Getting Started with ActivClient

Smart Card Status	Action
You have a blank smart card (not initialized, no PIN)	You must initialize your smart card. You can download a certificate supporting PKI login.
You have a smart card with a PIN and a certificate or One-Time Password credentials	You smart card is ready to use. You can sign emails, access secure Web sites etc.

Generating One-Time Passwords

Automatically generate a One-Time Password	1. Left or right-click on the **ActivClient Agent** icon in the Windows notification area and select **Get One-Time Password**. 2. Paste the password into the authentication window.
Manually generate a One-Time Password (Challenge/Response)	1. Either from the ActivClient User Console tasks pane, select **Generate one-time password**, or from the ActivClient User Console right pane, double-click the server's icon. 2. Select **Manual** (Challenge/Response) from the Type drop-down list. 3. Locate the challenge on the application you are authenticating to and enter it in the **Challenge** field. 4. Click **Generate**. 5. Type (or copy and paste) the generated one-time password into the authentication window.

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Using Digital Certificates

Log on to Windows with a certificate	In the Log On to Windows window, enter your smart card PIN. After a few moments, you are logged on and your desktop is displayed.
Connect to a secure Web site	1. Access the secure Web site using Microsoft Internet Explorer, Microsoft Edge, Google Chrome or Mozilla Firefox. 2. In the Client Authentication dialog box, select a certificate on your smart card and enter your PIN. Your browser sends your certificate and a digital signature to the Web server. The Web server checks your signature and grants access to the secured site.
Send/read a digitally-signed email message with Microsoft Outlook	• To send a signed message, compose a message and, from the **Security** properties, select the Add digital signature to this message option. • To read a signed message, select the message you want to read. The message is displayed with a secure message icon when the sender is successfully authenticated.
Send/read an encrypted email message with Microsoft Outlook	• To send an encrypted message, compose a message and, from the **Security** properties, select the **Encrypt Message Contents and Attachments** option. • To read an encrypted message, select the message you want to read and when prompted, enter your PIN. The message is displayed along with the secure message icon showing the encryption status.
Encrypt/decrypt files	*To encrypt a file:* 1. Right-click on the file to encrypt and select **Properties**, then **Advanced**. 2. Select **Encrypt contents to secure data**. 3. If it is the first file that you encrypt, select your encryption certificate.
	To decrypt a file: 1. Open the file to decrypt. 2. Click on the EFS notification window and enter your PIN.

Managing Your Smart Card

View your smart card content	From the Start menu, go to the programs or apps directory, and select **User Console** under **ActivID ActivClient**. You can view your smart card content, organized by credential type.
Change your PIN code Note: The workstation must be in a domain.	1. From your Microsoft Windows desktop, press **Ctrl+Alt+Del** and then select **Change a password**. 2. Enter your old PIN code and then enter and confirm your new PIN code. Use a PIN compliant with the PIN rules in place in your deployment. 3. Click the arrow to apply the change. If the Microsoft Windows password change dialog is displayed instead, select **Other credentials** or **Sign-in options** and then select the smart card tile labelled **Smart card PIN** change. Change your PIN code as described above.
Update your smart card	If an update is available for your smart card, ActivClient might automatically prompt you to update your card using the ActivID CMS My Digital ID Card portal. You can also manually check for updates: 1. In the User Console, make sure the correct smart card reader is selected. 2. From the **Tools** menu, select **Advanced** and then **Check for card update**. 3. Follow the displayed instructions.
Unlock your smart card	You can unlock your smart card using ActivClient if allowed by your card configuration. Either: • Enter the **Unlock Code** that you recorded when you initialized your card, or contact your help desk to obtain the code, OR • Give your help desk the **Challenge Code** and then enter the **Unlock Code** that the help desk operator gives you. Enter a new PIN, re-enter the new PIN in the **Verify** field, and click **OK**.

Troubleshooting

Run the ActivClient Advanced Diagnostics tool	1. From the Start menu, go to the programs or apps directory, and select **Advanced Diagnostics** under **ActivID ActivClient**. 2. Insert a smart card and click **Diagnose**. 3. Send the diagnostic report to your help desk.
Enable logging	1. From the ActivClient User Console, go to the **Tools** menu, select **Advanced**, and then **Enable Logging**. 2. Gather the log files and send them to your help desk.

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