

Exchange 2016 CSR Creation

Create your CSR with the New Exchange Certificate Wizard

- 1. Access the Exchange Admin Center by opening a browser and browsing to https://localhost/ecp
- 2. Login using **Domain**\user name as the format for the user name and enter your password.

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🗲 🛞 🧭 https://localhost/owa/auth/logon.aspil/replaceCurrents:18curlish 🔎 🖛 📾 🖉 🧭 Exchange Admin Center 🛛 🗴	● ★ ♥
Exchange Admin Cer	nter

3. Click the link to **Servers** in the left column, then **Certificates** at the top right, then the + symbol.



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E 365	Centrals - Mil	WHITE EACH A	suppor
Servers Databases [Database Availabilit	ty Groups Virtual Direc	tories Certificates
Select server: example.conto	so.com	V	
NAME	STATUS	EXPIRES ON	
contoso.com	Valid	9/9/2015	
Microsoft Exchange	Valid	10/31/2017	
0	selected of 2 total		
	E 365 Servers Databases I Select server: example.conto NAME contoso.com Microsoft Exchange	E 365 Servers Databases Database Availabili Select server: example.contoso.com	E 365 Servers Databases Database Availability Groups Virtual Direct Select server: example.contoso.com Select server: example.contoso.com NAME STATUS EXPIRES ON Contoso.com Valid 9/9/2015 Microsoft Exchange Valid 10/31/2017 0 selected of 2 total

- 4. The "new exchange certificate" wizard will appear in a pop-up window
- 5. Choose "Create a request for a certificate from a certification authority"





6. In the friendly name field, enter a name by which you will remember this certificate in the future.

—This name is not an integral part of your certificate request.

Exchange Certifical	te - Windows Internet	Explorer	_ 0 X
new exchange certificate			Help
*Friendly name for this certificate:			
exchangecert			
	back	next	cancel
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7. You can check the box and enter the root domain name if you will be generating the CSR for a wildcard. Otherwise, just go to the next screen.



S Exchange Certifica	te - Windows Internet E	xplorer	_ 0 X
new exchange certificate			Help
 Request a wild-card certificate. A wild-card used to secure all sub-domains under you single certificate. Learn more *Root domain: 	d certificate can be ur root domain with	a	
	back	next	cancel
			۹ 155% 🔹 🖉

8. Hit Browse to choose which server you want to store the certificate request on.

S Exchange Certificat	te - Windows Internet	Explorer	= • ×
new exchange certificate			Help
*Store certificate request on this server:			
EXAMPLE	× browse	Ð	
	back	next	cancel
			🔍 155% 💌 🖉

9. If you are doing a wildcard cert, you will skip this step. From the list, select the services which you plan on running securely by using Ctrl+Click to highlight the services.



S Exchange Certifica	ate - Windows Internet	Explorer	_ _ ×
new exchange certificate			Help
Specify the domains you want to be included in request Learn more	i your certificate		
ACCESS	DOMAIN		
Outlook Web App (when accessed from t	<not specified=""></not>	^	
OWA (when accessed from the intranet)	example.conto		
OAB (when accessed from the Internet)	<not specified=""></not>	\sim	
	back	next	cancel
			۹ 155% 🔹 🚽

At the next screen, you will be able to review a list of the names which Exchange 2013 suggests you include in your certificate request.

-Review those names and add any extra names by using the + button.

S Exchange Certificate - Windows Internet Explorer			_ D X
new exchange certificate			Help
Specify the domains you want to be added to the more	is certificate. Lean	n	
DOMAIN			
example.contoso.com		^	
contoso.com			
mail.contoso.com		\sim	
	back	next	cancel
			·* 155% ·



10. Your Organization name should be the full legal name of your company.

—Your Department name is your department within the organization.

—If you do not have a state/province, enter the city information again.

S Exchange Certificate - Windows Internet Explore	r	_ 0 ×
new exchange certificate		Help
Specify information about your organization. This is required by the certification authority. Learn more_		^
*Organization name:		
Your Company, Inc.]	
*Department name:		
71]	
*Country/Region name:		
United States		
*City/Locality:	_	
Lindon]	
*State/Province:		
UT]	~
back	next	cancel
		·* 135% ·

11. Enter a network share path to save the CSR to your computer as a .req file, then Finish.



Exchange Certificate - Windows Internet Explorer			_ 0 ×
new exchange certificate			Help
*Save the certificate request to the following file \\myservername\share\mycertrequest.REQ):	e (example:		
\\example\certs\CSR.req			
You'll need to submit the contents of the file yo certification authority. After you receive the certificate file from the cer you'll need to click Complete in the Information your Exchange server. Learn more_	u entered to a tification authority, pane to install it o	'n	
	back	finish	cancel
			currect
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12. You should now be able to open the CSR with notepad or wordpad, and you will want to copy the entire body of that file into the online order process.