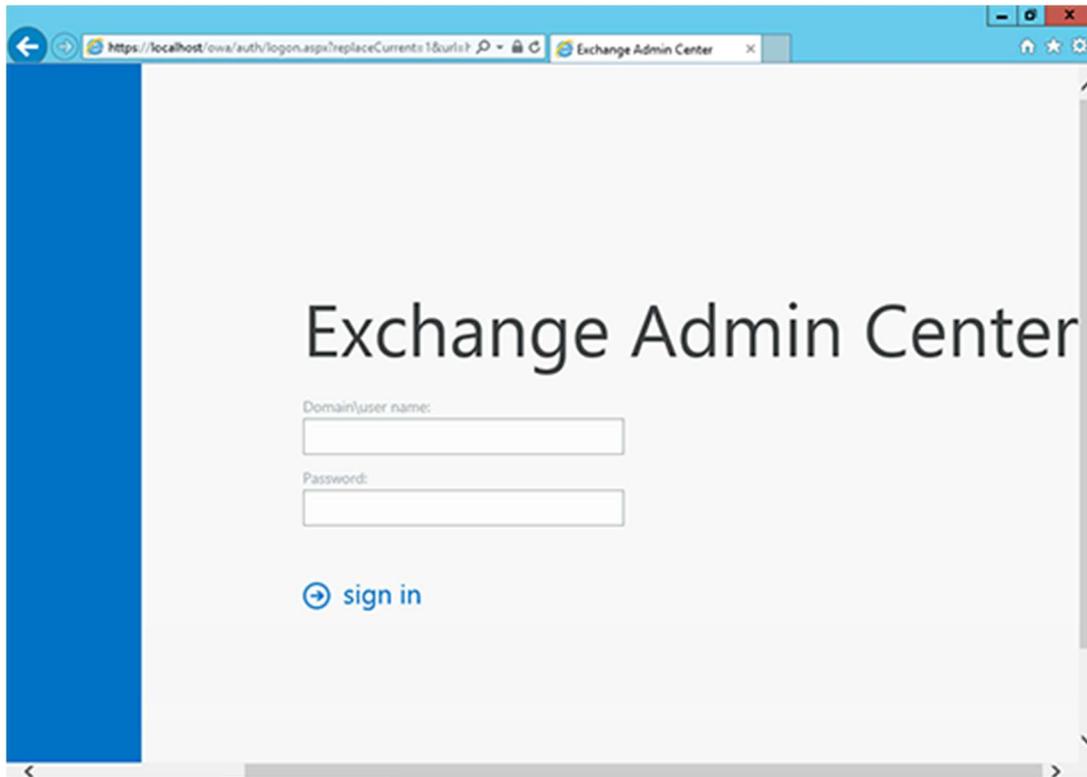


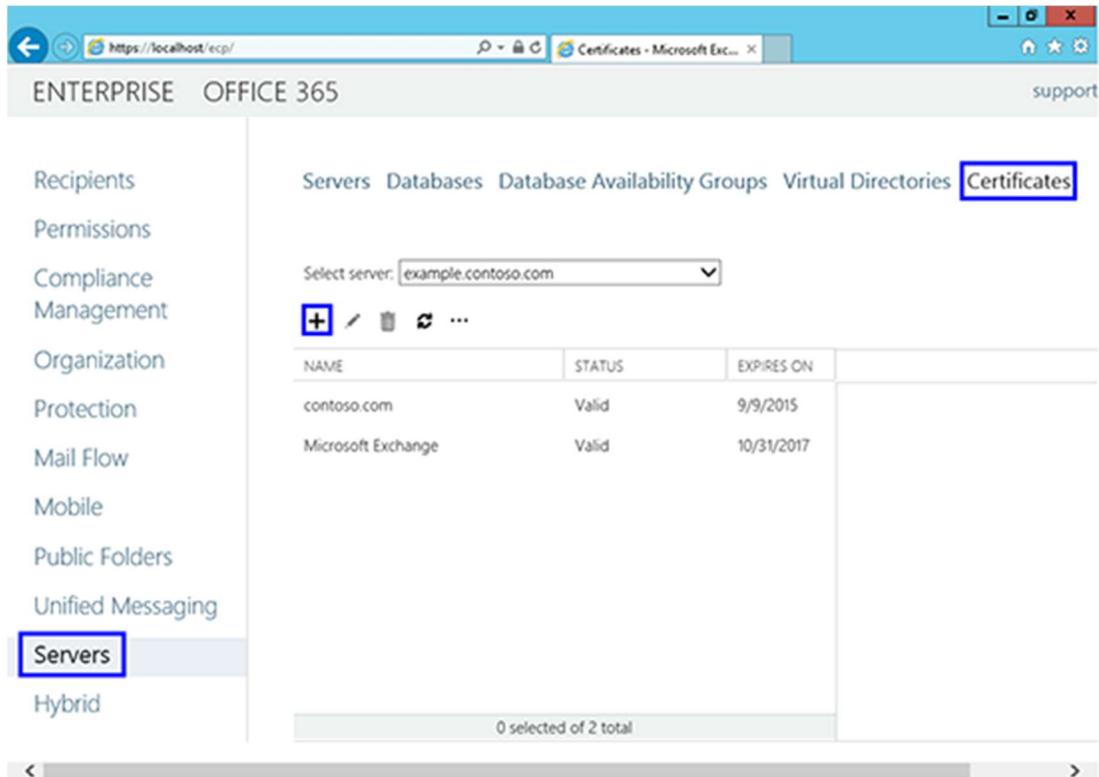
## Exchange 2016 CSR Creation

### Create your CSR with the New Exchange Certificate Wizard

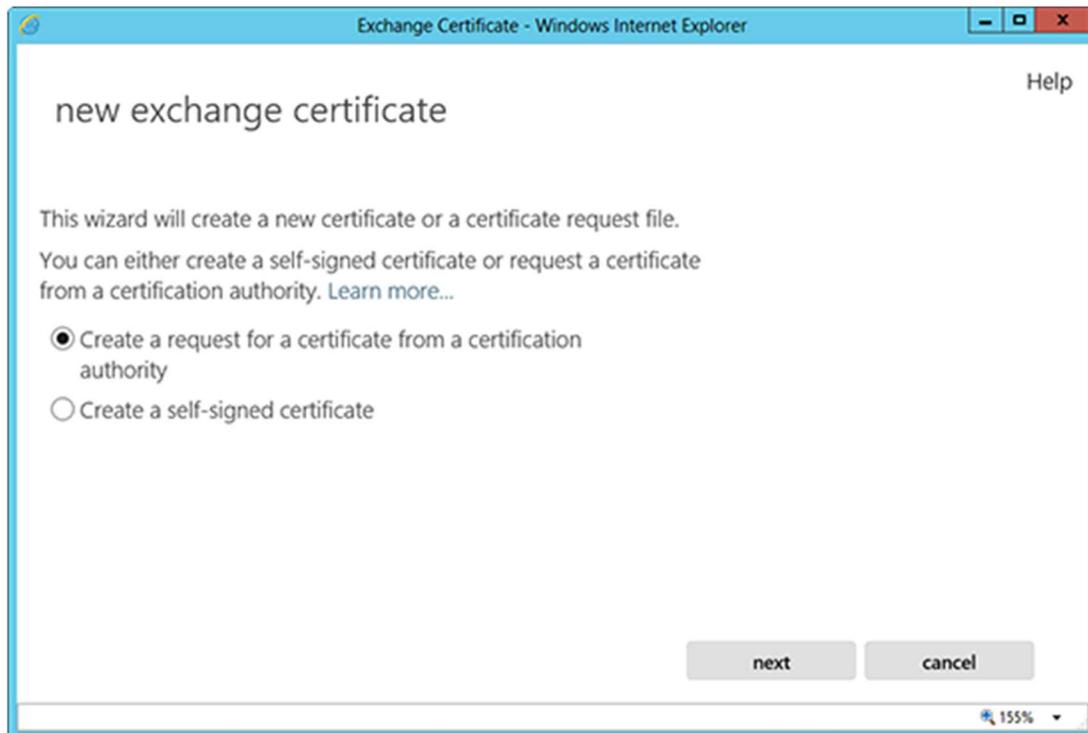
1. Access the Exchange Admin Center by opening a browser and browsing to **https://localhost/ecp**
2. Login using **Domain\user name** as the format for the user name and enter your password.



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

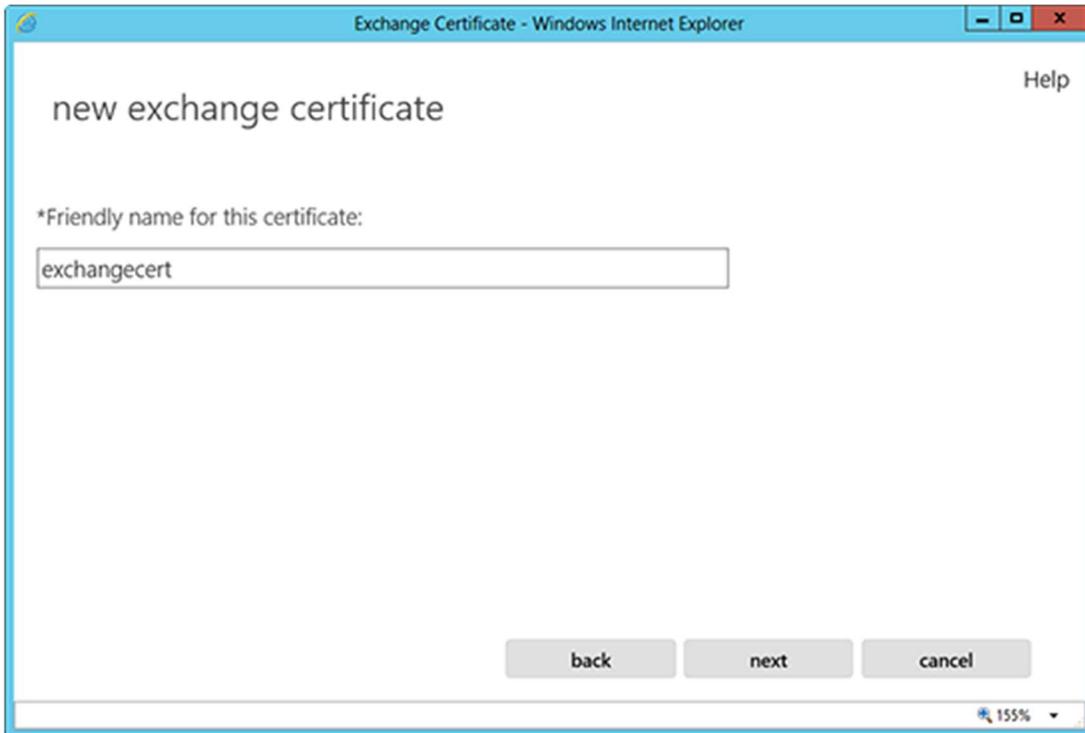


4. The "new exchange certificate" wizard will appear in a pop-up window
5. Choose "Create a request for a certificate from a certification authority"



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 Certificate - Windows Internet Explorer

Help

new exchange certificate

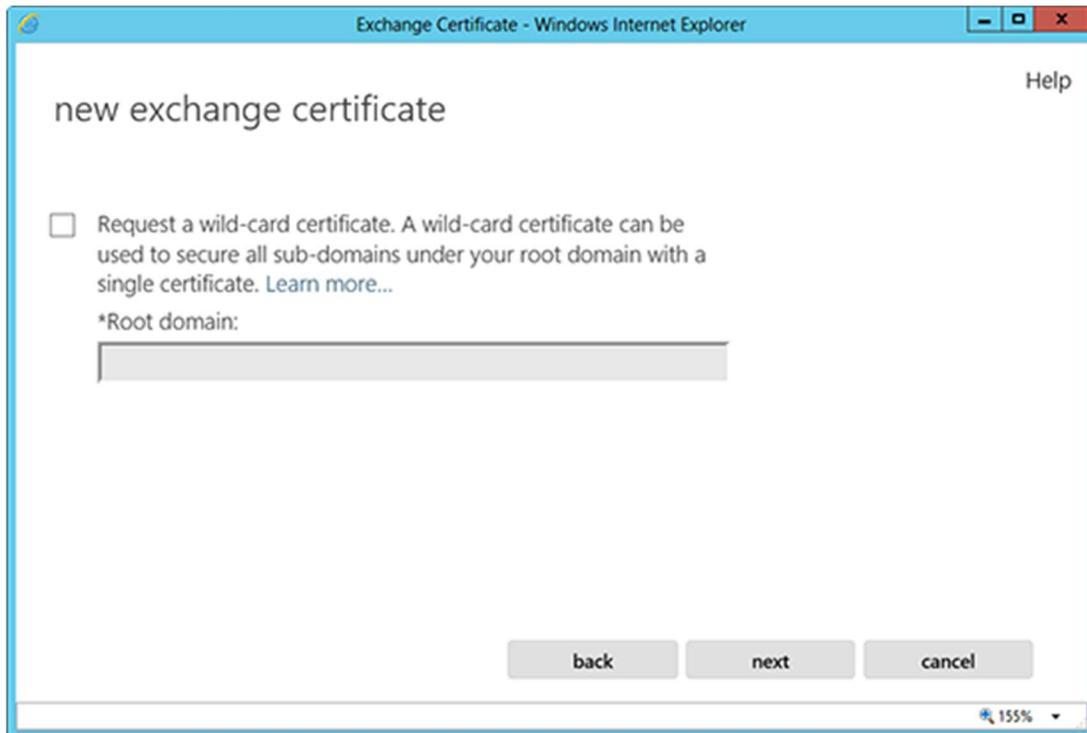
\*Friendly name for this certificate:

exchangecert

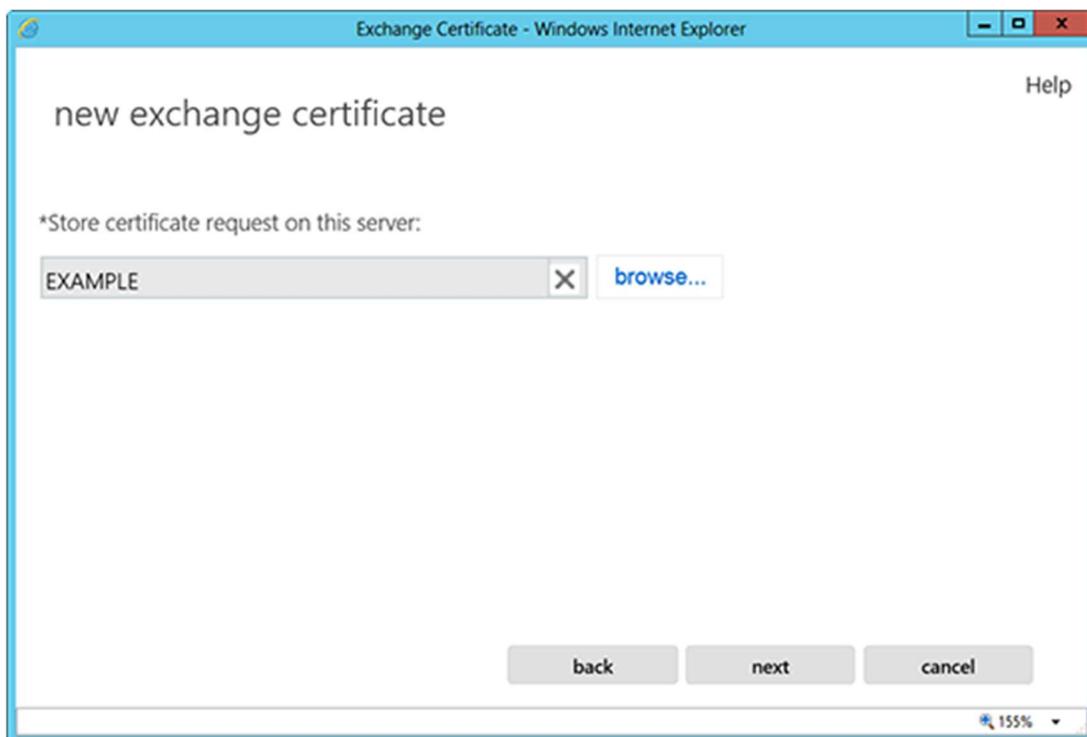
back next cancel

155%

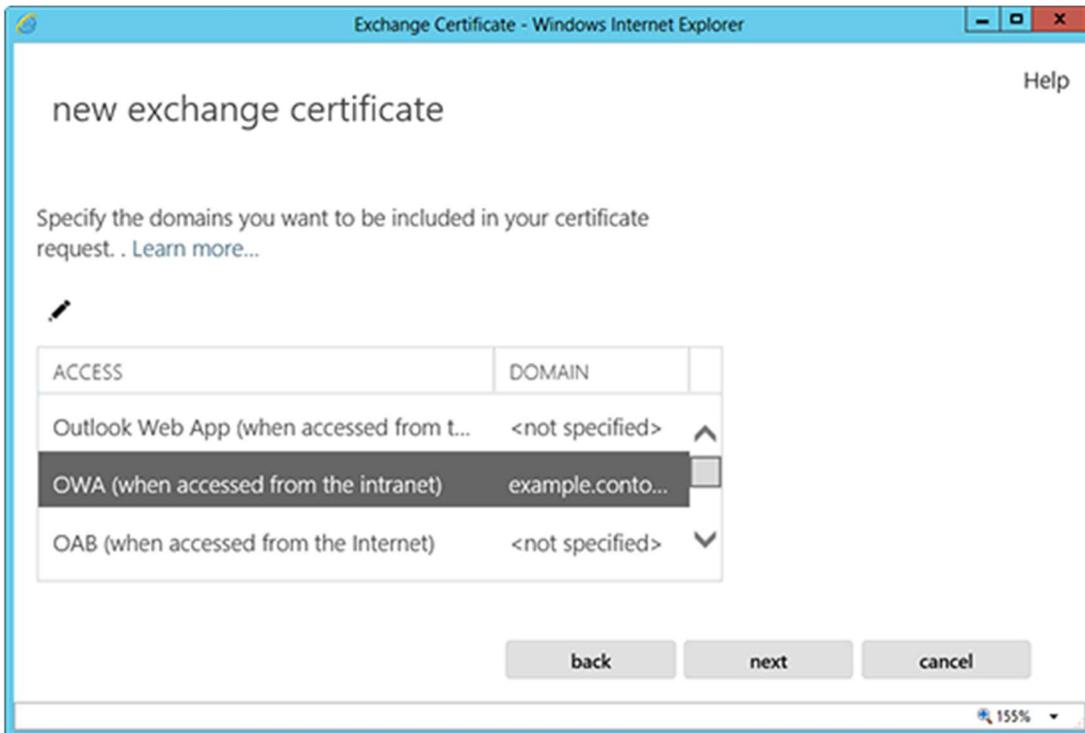
7. You can check the box and enter the root domain name if you will be generating the CSR for a wildcard. Otherwise, just go to the next screen.



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

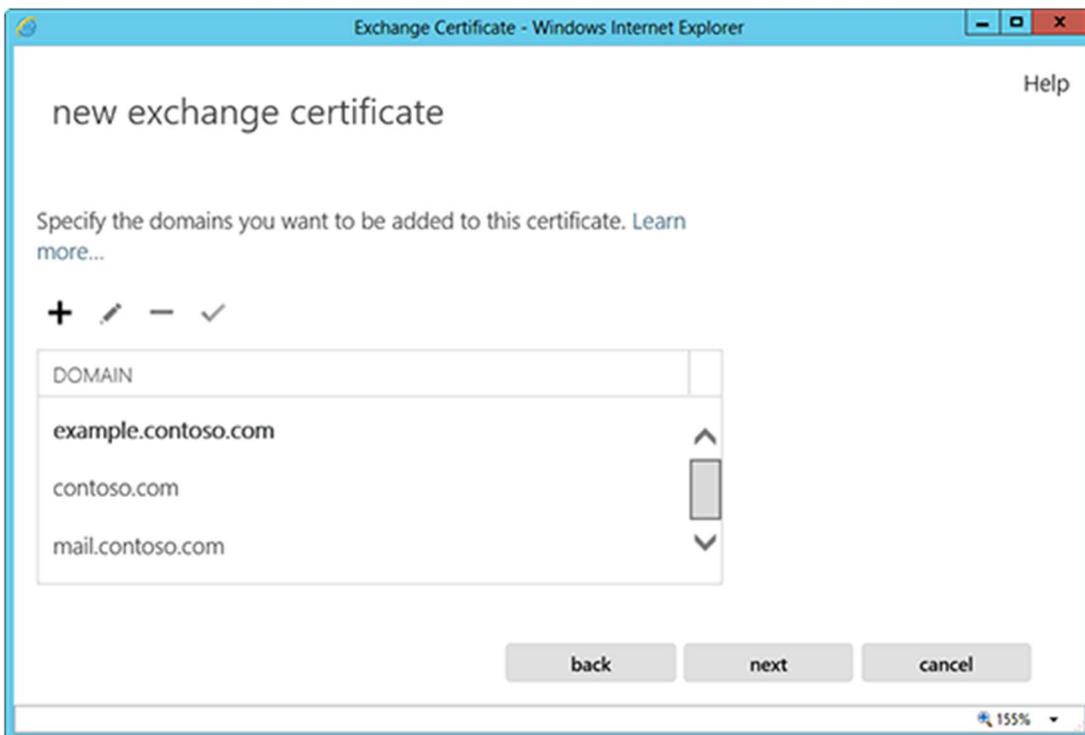


9. If you are doing a wildcard cert, you will skip this step. From the list, select the services which you plan on running securely by using Ctrl+Click to highlight the services.



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.

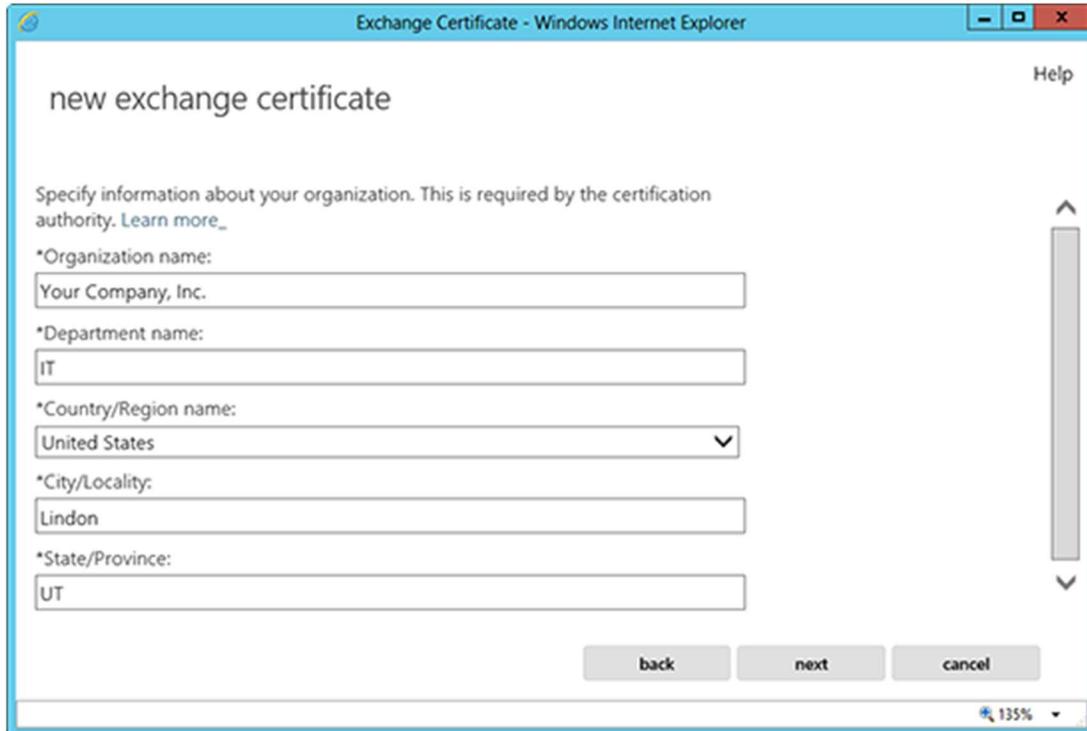
—Review those names and add any extra names by using the + button.



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

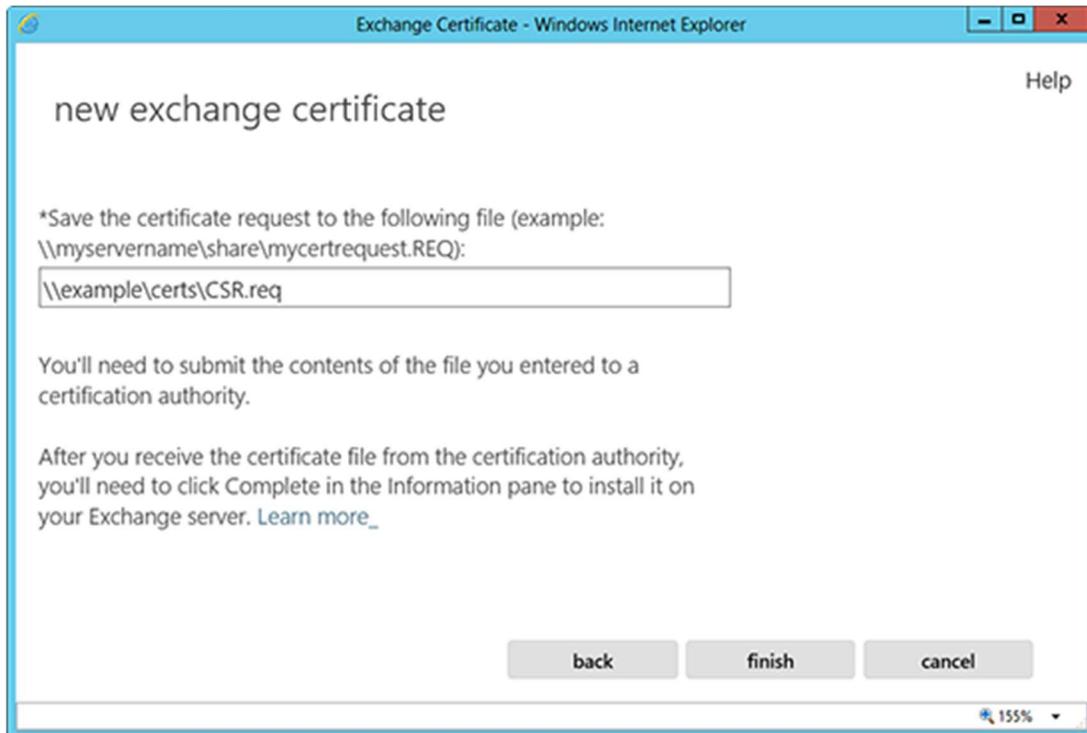
—Your Department name is your department within the organization.

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



The screenshot shows a web browser window titled "Exchange Certificate - Windows Internet Explorer". The page content is titled "new exchange certificate" and includes a "Help" link in the top right corner. Below the title, there is a paragraph: "Specify information about your organization. This is required by the certification authority. [Learn more\\_](#)". The form consists of five labeled input fields: "\*Organization name:" with the text "Your Company, Inc."; "\*Department name:" with the text "IT"; "\*Country/Region name:" with a dropdown menu showing "United States"; "\*City/Locality:" with the text "Lindon"; and "\*State/Province:" with the text "UT". At the bottom of the form, there are three buttons: "back", "next", and "cancel". The browser's status bar at the bottom right shows "135%" zoom level.

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



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.