Exchange Server 2016: Generate CSRs (Certificate Signing Requests)

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Before you can request a certificate through our portal, you need to use the Exchange Admin Center to generate a Certificate Signing Request (CSR) for your website. If you need to secure more than one domain name, we recommend that you use a Multiple Domain Unified Communications Certificate (UCC) with your Microsoft® Exchange Server. Log in to the **Exchange Admin Center**. From the left menu, select **Servers**, and then click **Certificates**. Click **+** to start the Exchange Certificate wizard. Select **Create a request for a certificate from a certification authority**, and then click **Next**. Enter a friendly name to identify this certificate, and then click **Next**. If your CSR is for a wildcard certificate, select **Request a wildcard certificate**, enter the root domain name, and then click **Next**. Otherwise, click **Next** without selecting or entering anything. For **Store certificate request on this server**, click **Browse**, select a server to store the pending certificate request, click **OK**, and then click **Next**. Select and/or add the domain names (also know as Subject Alternative Names or SANs) that you will use to reference or connect to your Exchange server, and then click **Next**. Add your organization's information, and then click **Next**: **Organization name** — Enter the full legal name of your company or organization. **Department name** — Enter the organization within the company (such as *IT Department*) responsible for the certificate. **Country/Region name** — Select the country where the organization is legally registered. **City/Locality** — Enter the full name of the city where your organization is registered. **State/Province** — Enter the full name of the state or province where your organization is registered. If you do not have a state or province, enter your city information. Enter a valid path (such as *\\myserver\admin\csr.req*) to save your CSR on your computer, and then **Finish**. Your pending certificate request displays in the Exchange Admin Center.

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