

OpenPGP Key Manager

The OpenPGP Key Manager allows you to add, remove, revoke, export, sign and upload/download your OpenPGP keys to OpenPGP server.

To start the OpenPGP Key manager, start Encryption Suite Pro, go to the Files section and click the "OpenPGP Keys" button.

Generate:

To generate an OpenPGP Key, click the Generate button and the Certification Creation Wizard will start. Use the following information to help you generate your key;

- "Full Name:" - Enter the First and Last name for the key you wish to create
- "Email:" - Enter the email address for the key you wish to create
- "Type:" - Select the encryption type. RSA is the latest and most preferred.
- "Key Size:" - Select the key size/strength. 2048bits is the default strength size.
- "Expires:" - Select how long your key will be valid for. Choose "Never" and they key will never expire or click the dropdown arrow and select the expiration date of your key.

Click "Next" to move to the next screen where you will enter your OpenPGP key password.

- "Enter Password:" - Enter the password for your OpenPGP Key
- "Re-enter Password:" - Re-enter your OpenPGP key password

* Please note that your Password Policies settings are displayed. Your password will have to fit those noted Password Policies. You can adjust your Password Policies in the Options>Configuration screen. * Please remember your password or keep it in a safe place, it cannot be recovered and any encrypted data you have using it, including emails, will be permanently inaccessible.

Once you enter your password, click Next and your OpenPGP key will be created. Click on "Finish" and you will be taken back to the OpenPGP Key Manager screen where your created key will appear in the key list.

Add Key(manually adding a key):

To manually add a key that is located on your hard drive/network location, click the "Add Key" button then browse the location of your key, select it and click the "Open" button. Next screen will show the key you have selected, click "OK" and the key you have selected will then be added to your key list.

Search on Server:

The Search on Server feature allows you to search the OpenPGP Keys database for the key you wish to add. To search for the key you wish to add, you can either enter the Name or email address of the key and click the "Search" button. Search results will then appear and you can select the key you wish to add and click the "Add" key. The selected key will then be added to your key list. To select multiple keys from your search results and add them, please hold down the CTRL key on your

keyboard and select the keys you wish to add.

Remove Key:

To remove a key from your key list, select it and click the "Remove Key" button. You will be asked to confirm your key removal, click "Yes" to confirm the deletion or "No" to leave the key undeleted.

Export Key:

The OpenPGP Key manager allows you to export your public and secret keys in various ways. Click the Export Key dropdown and the following options will become available;

- "Export Public Key" allows you to export and save your public key to a location on your hard drive/network. Select the key wish to export, click on Export Key then click the Export Public Key option, navigate to the location where you would like to save your key, name the key and click the Save button. Your key will then be saved to the selected location.
- "Export Public key via e-Mail" allows you to export your OpenPGP key into a new email message using your default email client, with the key attached. Select the key you wish to export, click on Export Key then click the Export Public key via e-Mail button and your default email client will open a New email message window with the key attached to your new email message.
- "Export Private(Secret) Key)" allows you to export your Private(Secret) key to a location on your hard drive/network. Select the Private(Secret) key you wish to export, click on Export Key then click the Export Public Key option, navigate to the location where you would like to save your key, name the key and click the Save button.
- "Send Key to OpenPGP Server" allows you to upload your public key to the OpenPGP keyserver. Select the key you wish to upload, click on Export Key then Send Key to OpenPGP Server. You will receive a notice that your key has been successfully updated.

Sign:

Before you can use the other person's public key to encrypt data or send emails to them, you have to sign their key with your key. To do this, double click the key you wish to sign, the dropdown will open with user information listed in the next row. Click the User Information for that key and click the Sign button. Choose the key you wish to sign and click OK. Enter the passphrase as requested and click OK again. Your key is now signed.

Revoke:

A revocation certificate is a special key that, when imported and merged with the key pair it was created for, will allow you to revoke (cancel) the key. You may need to do this in situations where the key has been compromised in some way, or you forgot your passphrase.

To Revoke a key, double click the key you wish to Revoke, click the User Information section in the next row, and click on Revoke. Then, you can select the key you wish to Revoke and click OK

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