

## PGP v8.x Eudora Plugin Command Summary

### Launching PGPkeys:

Open Eudora and click  on the toolbar **OR** Click on the  icon in the system tray (located on the right side of the Windows taskbar) and select PGPkeys from the menu **OR** Click the Start button, select Programs, select the PGP folder, and then click PGPkeys.

### Changing Your Passphrase:

Launch PGPkeys. Highlight the keypair in your keyring, click , and click Change Passphrase...

### Looking Up A Public Key:

Launch PGPkeys and click . Select the desired keyserver from the pull-down menu, select the search parameters from the other two pull-down menus and type in your search criteria. You can add more search parameters by clicking More Choices.

### Exporting A Public Key:

Launch PGPkeys, highlight the key you wish to export, click , and select the file location/name where you wish to place the key **OR** Open a new email in Eudora, highlight the desired key in the keyring, and drag it into the email body **OR** Right-click the key in the keyring, select Copy (or press Ctrl-C) from the drop-down menu, and then paste the key into an email body.

### Importing A Public Key:

Launch PGPkeys and drag the file containing the keys into the keyring **OR** Copy the text of the key from the email body or a file, launch PGPkeys, and then paste the text into the keyring.

### Encrypting / Signing PGP Email:

#### *Email Body:*

Open Eudora and create new email as usual, but before sending the email, Method 1: click any combination of the  (Encrypt) and  (Sign) buttons to select the respective PGP actions. Make sure the desired buttons are depressed before sending the email; Method 2: click on Edit/Message Plug-ins/ and then select PGP Encrypt, PGP Sign, or PGP Encrypt & Sign. (**Note:** the two methods are distinct in that Method 1 will save an unencrypted copy of the message in your Out folder and will Encrypt the message with any attachments in a special PGP/MIME format, while Method 2 will only encrypt the message body and will save the encrypted message body in the Out folder. It is recommended that any attachments be encrypted independently (see below) and then attached to email via Method 2.)

#### *File Attachment:*

Right-click the desired file, select PGP from the drop-down menu, and select Encrypt, Sign, or Encrypt and Sign. The encrypted file will be placed in the same location as the original file. Attach the encrypted file to the email.

### Decrypting / Verifying PGP Email:

#### *Email Body:*

Open the email in Eudora and click  (Decrypt). The decrypted message (and any signatures) will be displayed in its own email window, though it will *not* be saved in its decrypted form.

#### *File Attachment:*

Save the file attachment, right-click it, select PGP from the drop-down menu, and then select Decrypt & Verify. The decrypted file will be placed in the same location as the encrypted file.