

## PGP v8.x Outlook Express Plugin Command Summary

### Launching PGPkeys:

Open Outlook Express 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 **C**hange **P**assphrase...

### 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 **M**ore 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 Outlook Express, highlight the desired key in the keyring, and drag it into the email body **OR** Right-click the key in the keyring, select **C**opy (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 Outlook Express and create new email as usual, but before sending

the email, click any combination of the  (Encrypt) and



**S**ign Mess... (Sign) buttons to select the respective PGP actions. Make sure the desired buttons are depressed before sending the email.

Alternatively, before sending the email, you can also click **T**ools/**E**ncrypt using PGP and **T**ools/**D**igitally **S**ign using PGP (these menu options will have a check when active).

*File Attachment:*

Right-click the desired file, select **P**GP from the drop-down menu, and select **E**ncrypt, **S**ign, or **E**ncrypt and **S**ign. The encrypted file will be placed in the same location as the original file. Attach the encrypted file to the email. (**Warning:** the Outlook Express plugin will *not* encrypt attachments automatically)

### Decrypting / Verifying PGP Email:

*Email Body:*

Open the email in Outlook Express and click  (Decrypt). The decrypted message (and any signatures) will be displayed in an email window, although the email will *not* be saved in its decrypted form.

*File Attachment:*

Save the file attachment, right-click it, select **P**GP from the drop-down menu, and then select **D**ecrypt & **V**erify. The decrypted file will be placed in the same location as the encrypted file.