

Skiffer software

Introduction

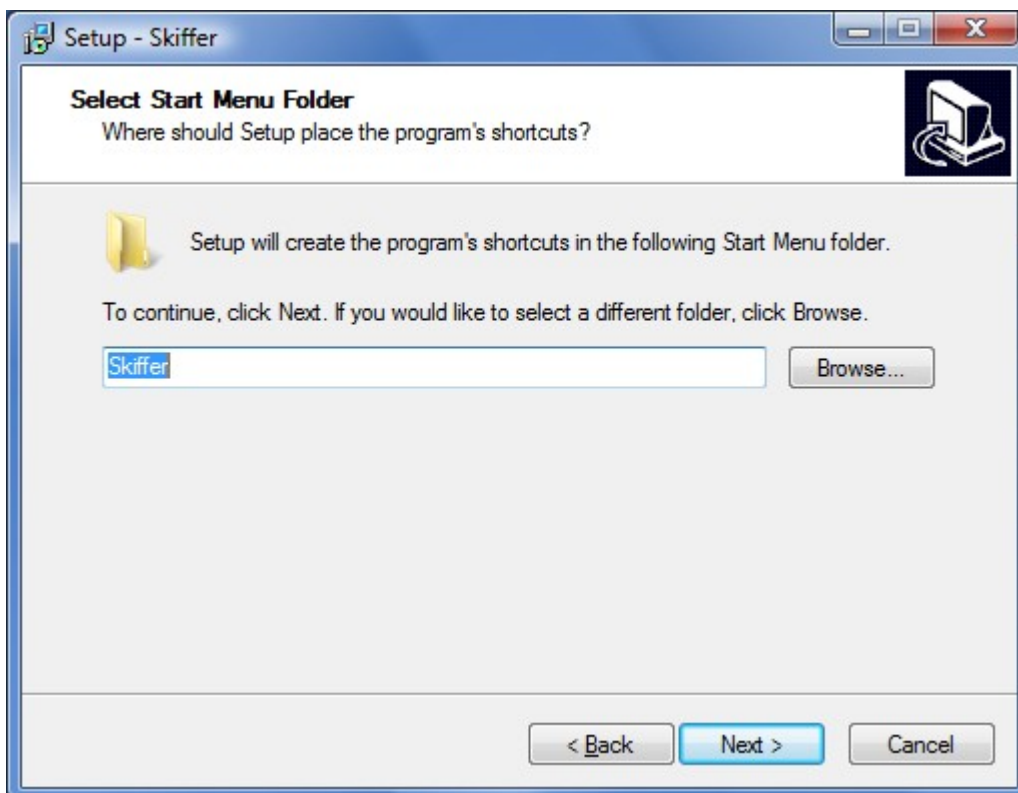
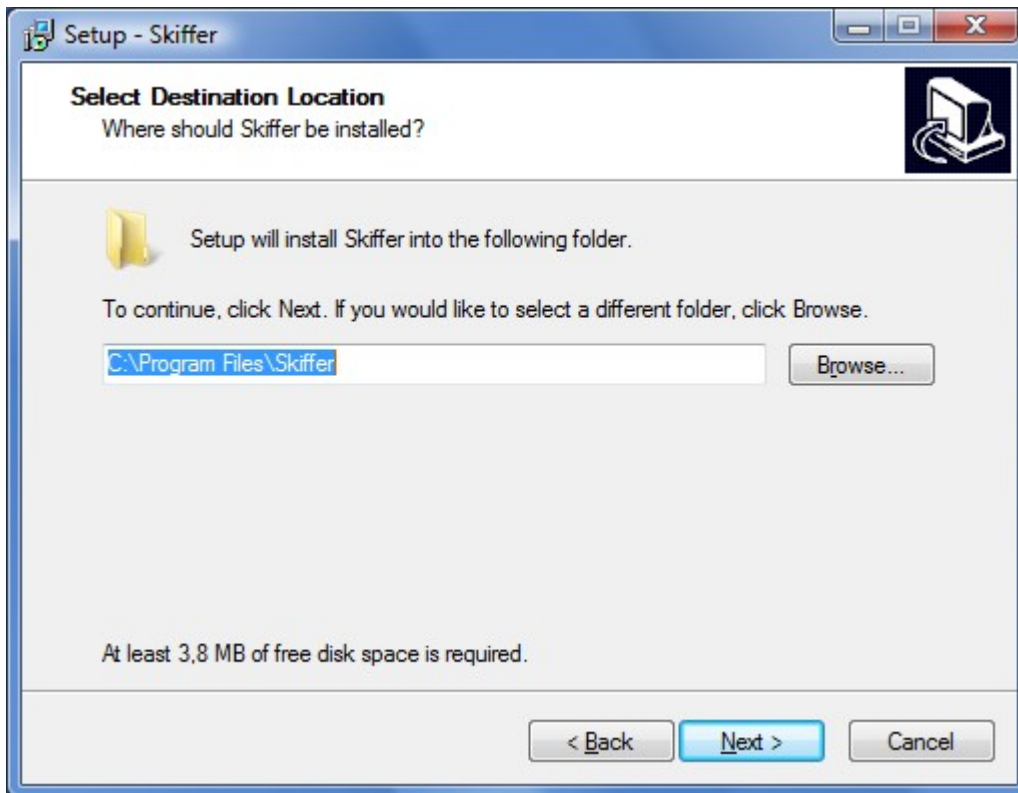
The Skiffer software is used to encrypt information, primarily to be sent as email.

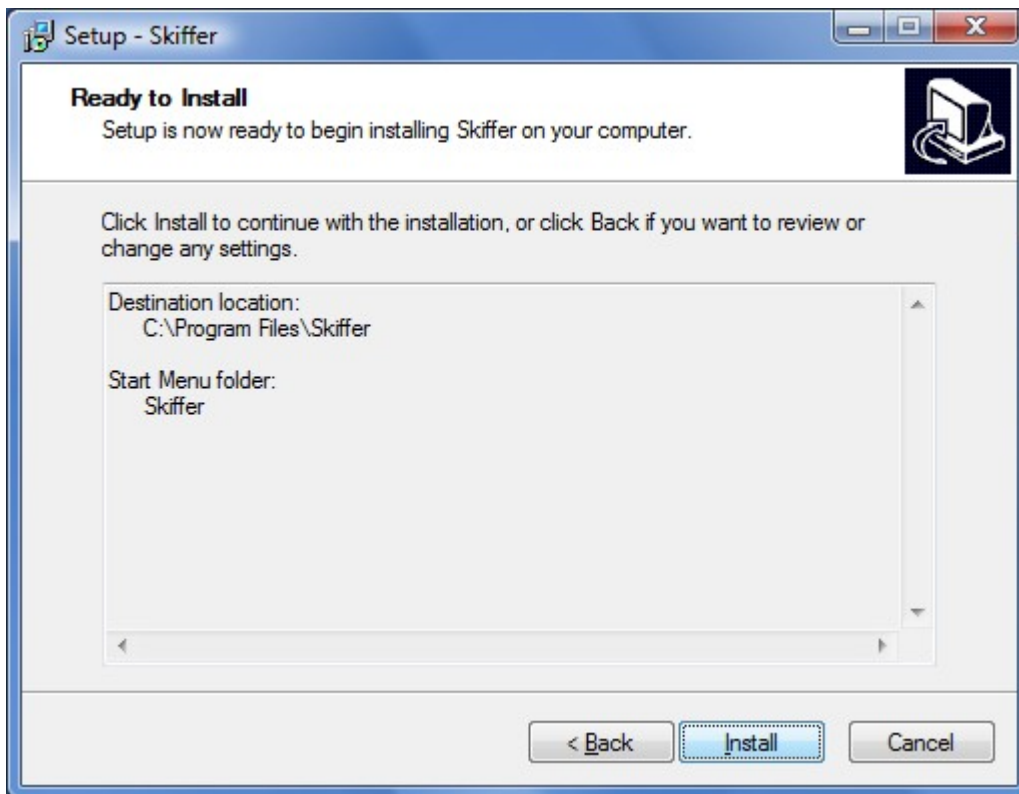
An add-in to Microsoft Outlook 2003 and 2007 is also available and makes it convenient to send encrypted messages from Outlook.

Installation

The installation is pretty straightforward.







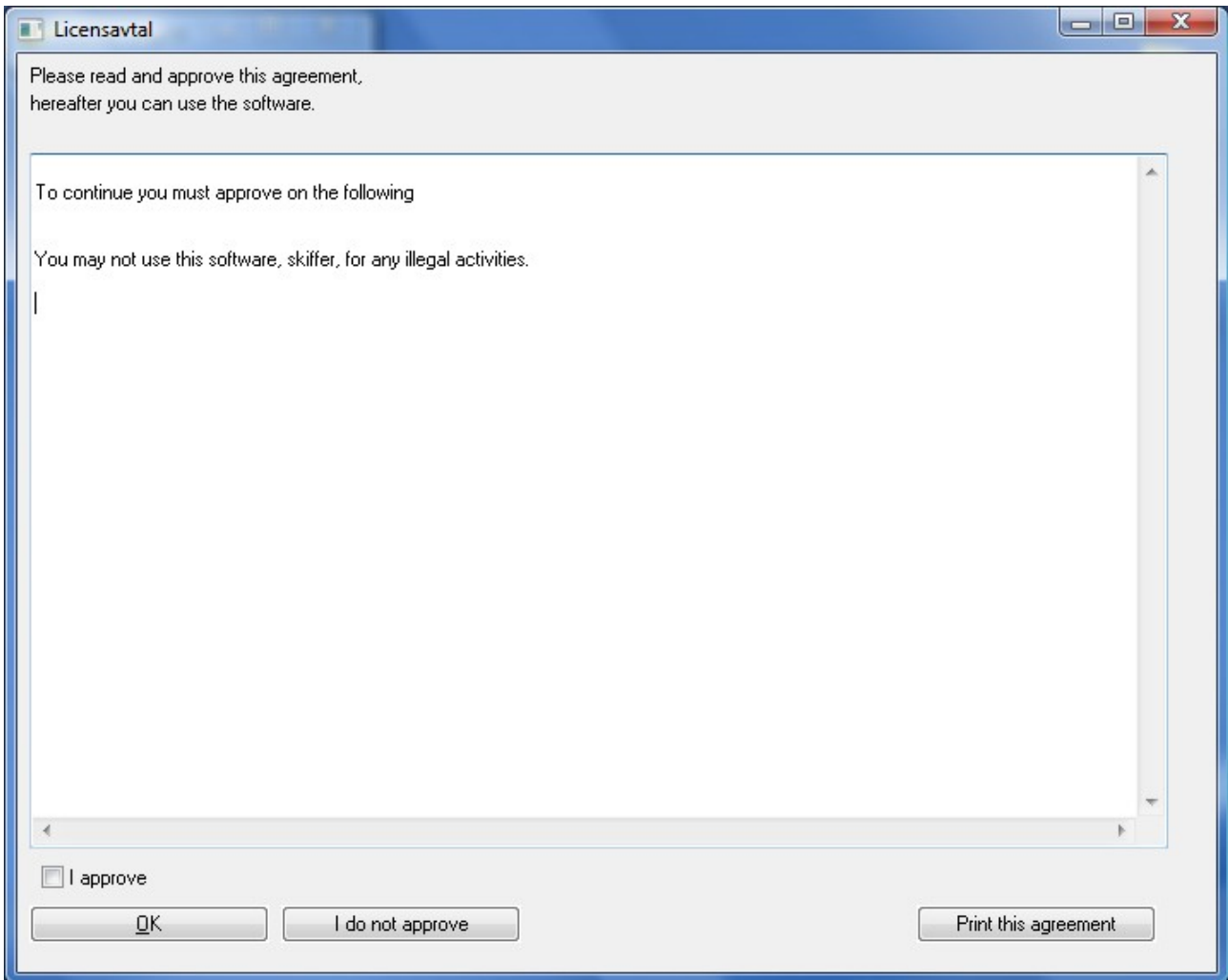
T



The base software is installed and places this icon on the desktop

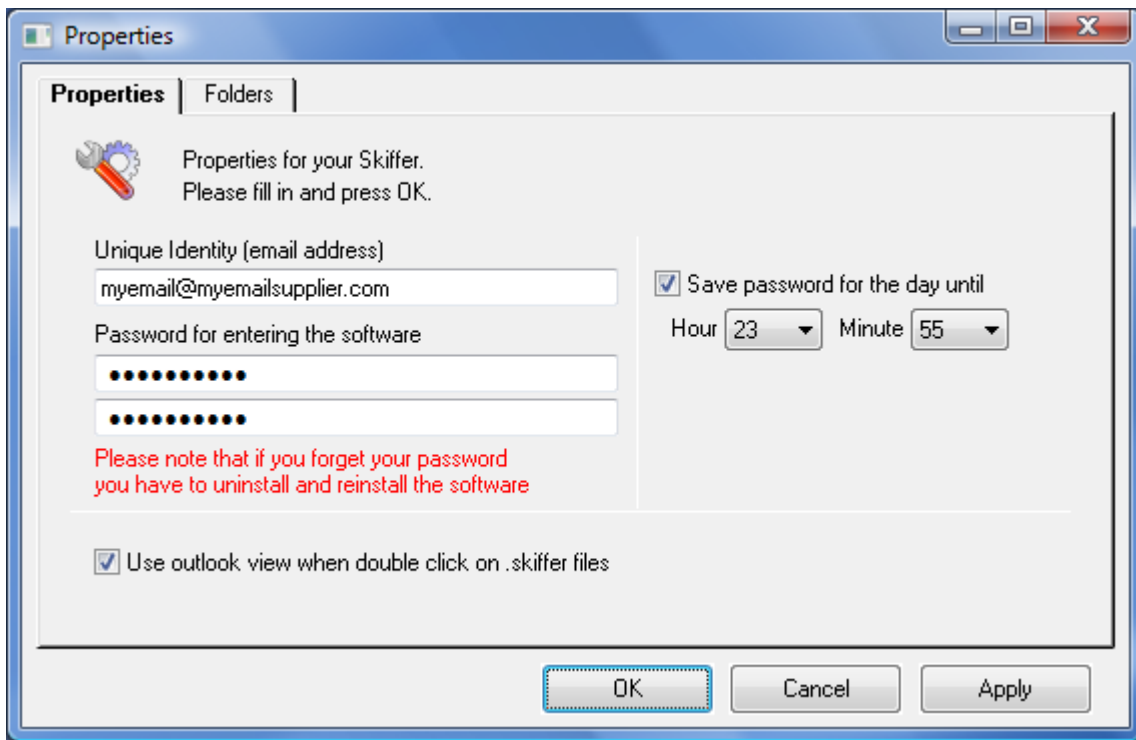


The first time Skiffer is started this page will be shown and you have to check 'I approve' and move on by clicking OK.

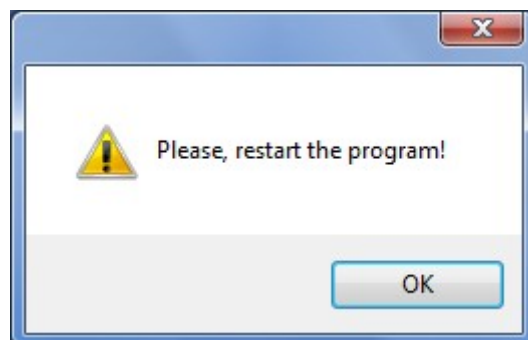


In the next dialogue you should enter your e-mail address and a password for entering the software. There is one option 'Save password for the day until'. If this is checked then you only have to log into Skiffer once a day (or up until the time you have entered)

Another option is 'Use outlook view then double click on .skiffer files'. The basic Skiffer is textbased with no html-capabilities but the outlook viewer is. With the outlook add-on the messages are in html-format.



When you click ok you will get the message box as below.



Normal startup

You have to enter the password for Skiffer (at least once a day, depending on your settings for 'Save password ...')



And this is the main window for Skiffer.



Your properties, email-address and such



Accounts, the ones that you are going to communicate with encrypted



Make an encrypted text message



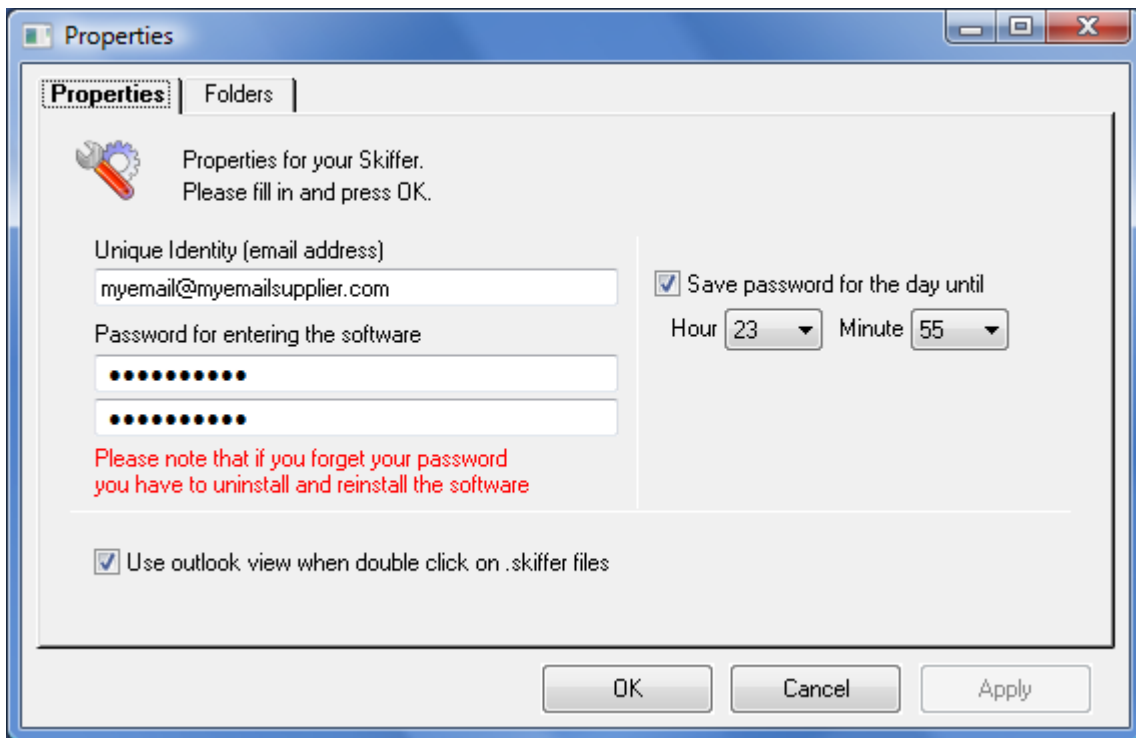
View an encrypted message



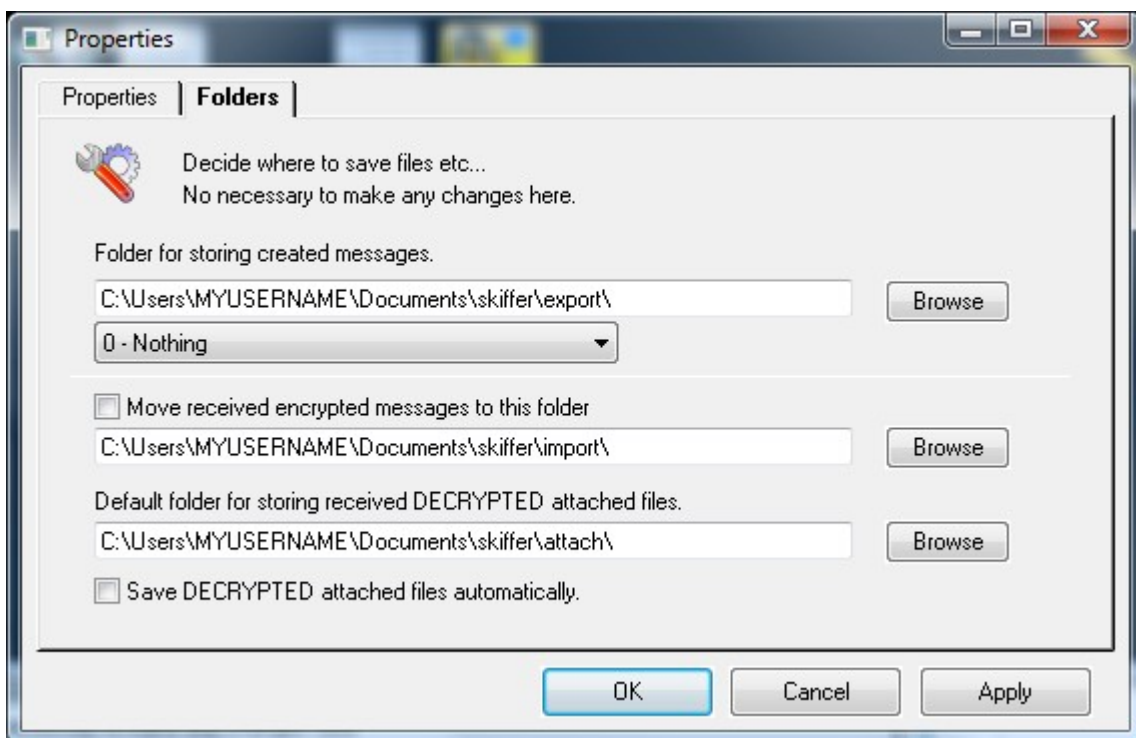
Buy and install extra accounts (Two accounts is free)

Properties

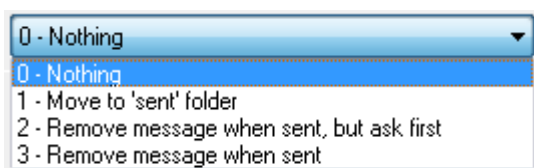
This dialog was used in the installation phase.



but we also have a tab called Folders



When a message is sent some action may be performed, which is...



'Move received encrypted messages to this folder' may be checked and will move .skiffer files to this folder when .skiffer-file is double-clicked in another folder. Make sense? Well, all .skiffer-files will be placed in one folder.

'Default folder for storing received DECRYPTED attached files' is where attached files will be placed if you are going to save them decrypted. You could also check the 'Save DECRYPTED attached files automatically' and you don't have to save them manually.

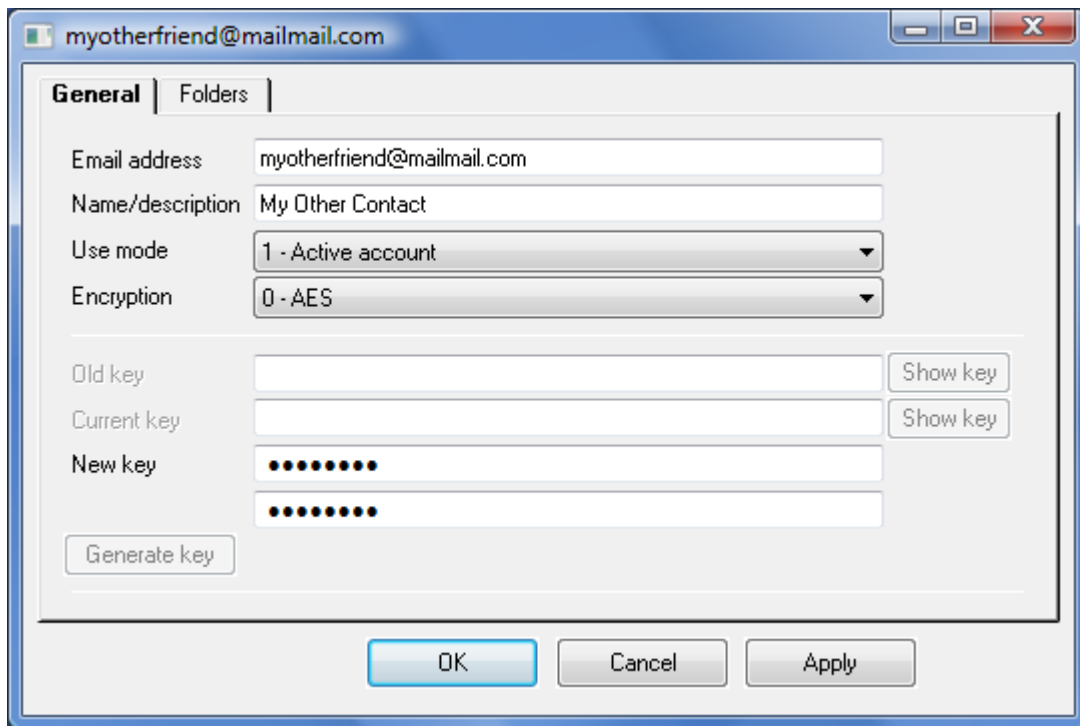
All these setting may also be per account. See below in accounts dialogue.

Accounts

The account list dialogue.



Click Add to add another contact.



First of all is the email-address and the name.

The Use mode is either inactive or active.

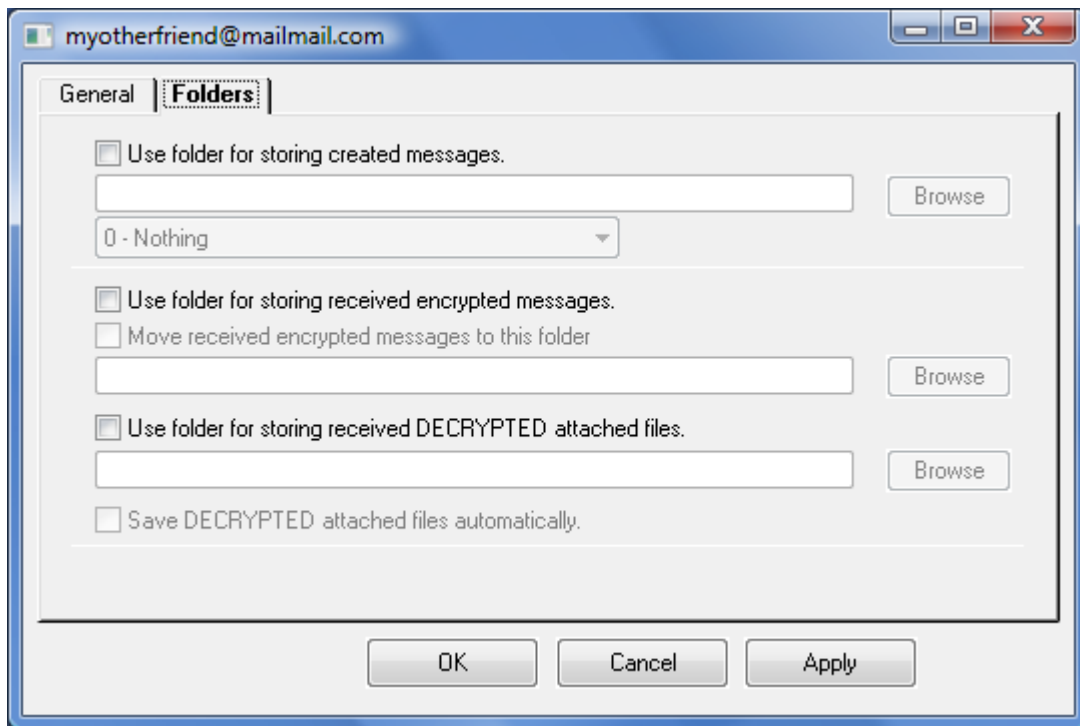
Encryption is AES, may be more in the future.

And the important thing, the key, which you have to communicate with you contact in a way that is secure. At least eight characters. Please enter the key twice so you know that it is entered correctly.

The button 'Generate key' may be used later on when you have established a primary contact.

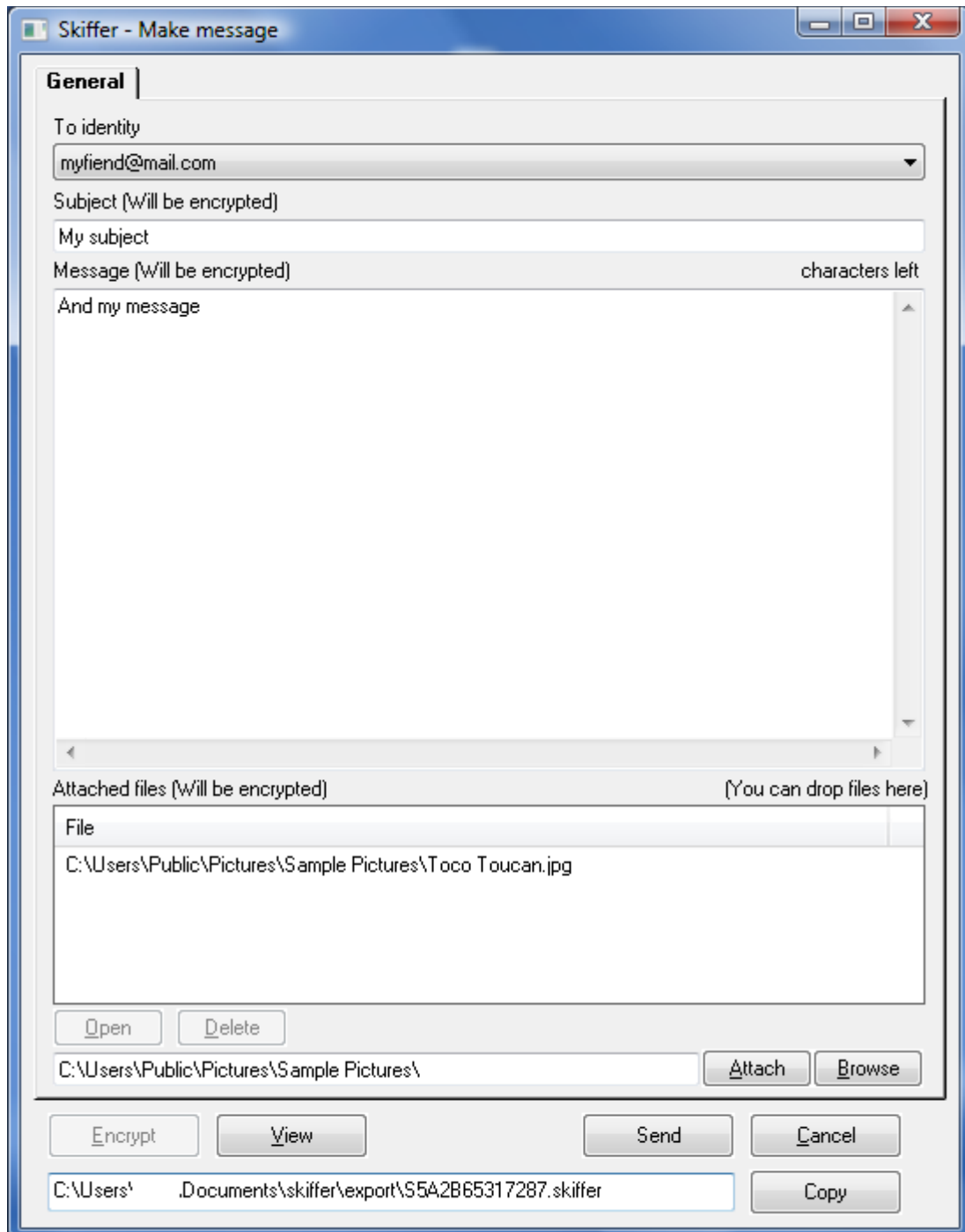
'Generate key' will produce a random 256-bit key and will be exchanged in the next message that you send to your contact and when he/she replies on that message then you have got a really strong key which should be very very very hard to force.

...and here is also a tab called Folders



which is same functionality as in Properties.

Make a text message



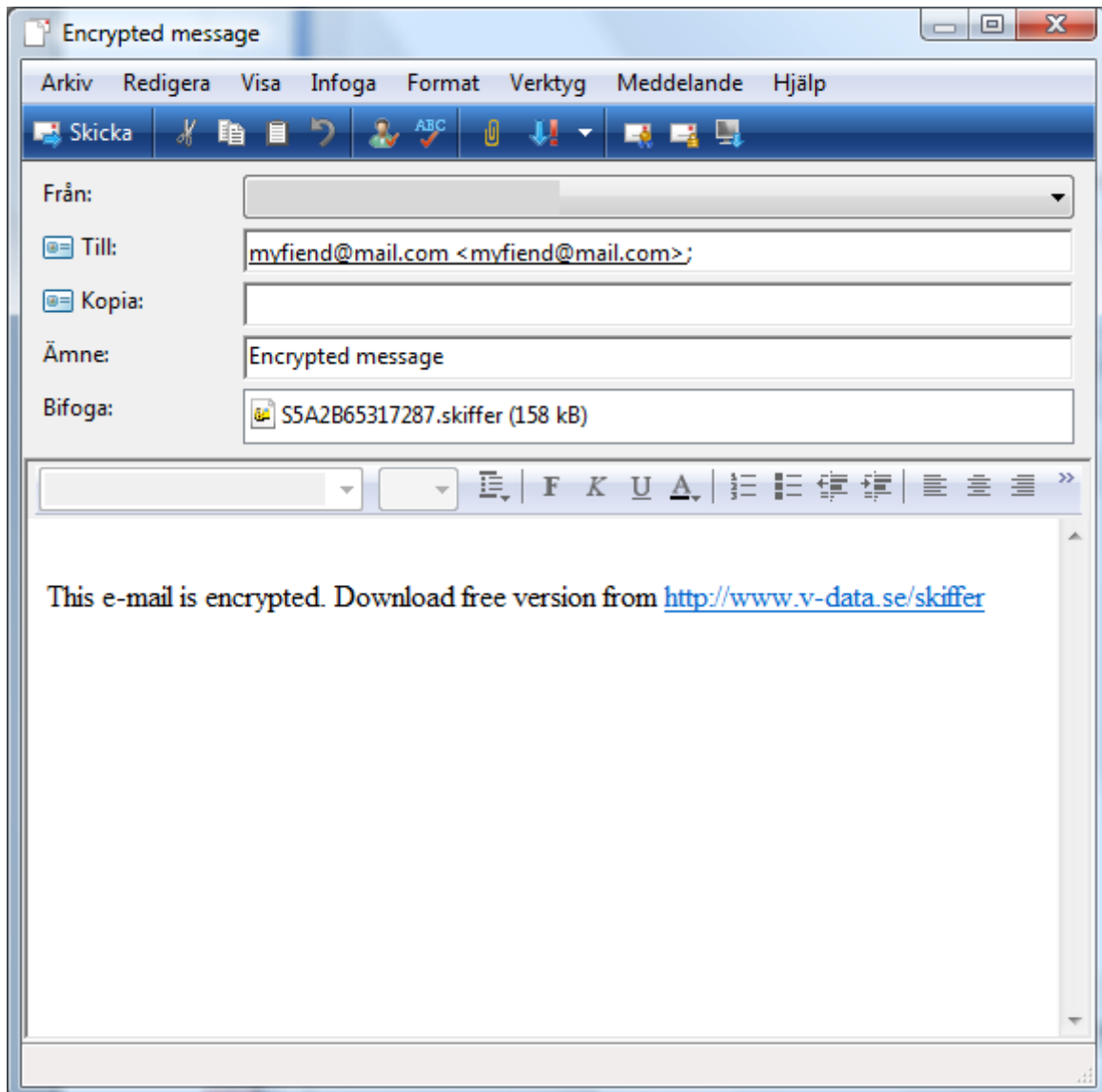
Select the account that you will send to and enter a subject and a message.

You can also attach files, either drag the files into the box, enter the filename and press Attach or Browse for a file.

When you have entered all information you should press Encrypt and the message will be encrypted and the filename for the encrypted file is displayed. You can view the message by pressing View.

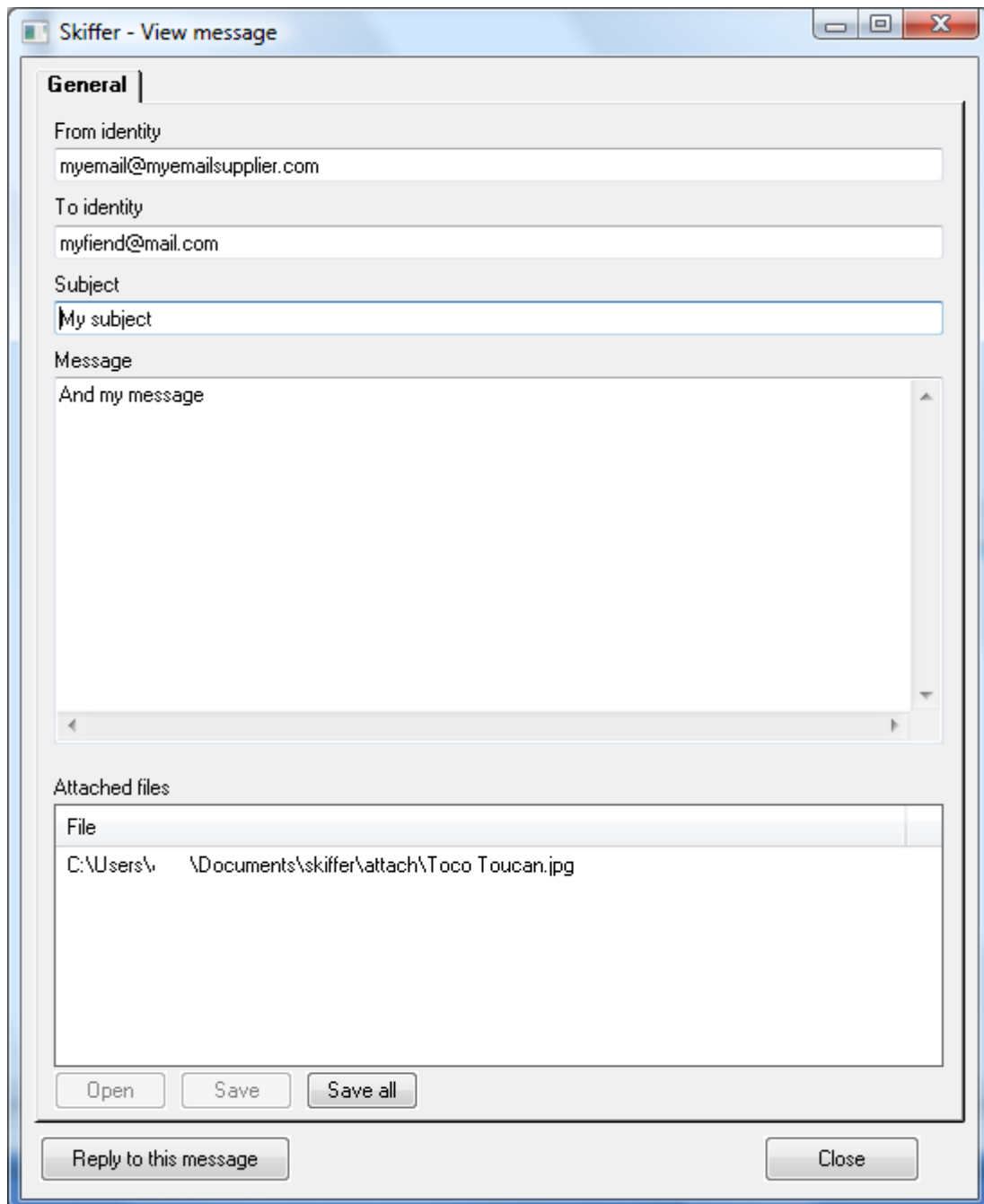
Now you can either send the message by pressing Send (Simple MAPI) or Copy the file and paste it in e.g. Windows Live Messenger

Send example...



View message

In this dialog you can view and reply to a message



Buy/install accounts

If it is not enough with the two free accounts then you can buy more online and when bought the accounts file will be produced and after that you can install it and instead get five, ten or unlimited accounts available.



Buy online will get you this view in your browser.



SKIFFER - Buy accounts

Please select the preferred choice...

After payment your accounts file will be produced and you should install the file from within the Skiffer software

Please fill in below if you want your name and address on the receipt which will be e-mailed to you.

Company	<input type="text" value="My company"/>
First name	<input type="text" value="My firstname"/>
Last name	<input type="text" value="My lastname"/>
Address	<input type="text" value="My address"/>
Postcode	<input type="text" value="12345"/>
City	<input type="text" value="My City"/>
Country	<input type="text" value="Sweden"/>
Reference	<input type="text" value="My reference"/>

Your identity: myemail@myemailsupplier.com

- 3 extra accounts (5 in total) Price 150 SEK excl. V.A.T
- 8 extra accounts (10 in total) Price 500 SEK excl. V.A.T
- Unlimited accounts Price 2000 SEK excl. V.A.T

[Continue to next page](#)

... the next page



After payment your accounts file will be produced and you should install the file from within the Skiffer software

Company **My company**
Name **My firstname My lastname**
Address **My address**
Postcode/City **12345 My City**
Country **SE - Sweden**
Reference **My reference**

Your identity: myemail@myemailsupplier.com

Description	Price in Swedish kronor (SEK)
3 extra accounts (5 in total)	150.00
V.A.T	37.50
Total to pay	187.50



Continue to payment



and by clicking Continue to payment you will pay for what you have ordered.

Note that the prices are in Swedish kronor (SEK)

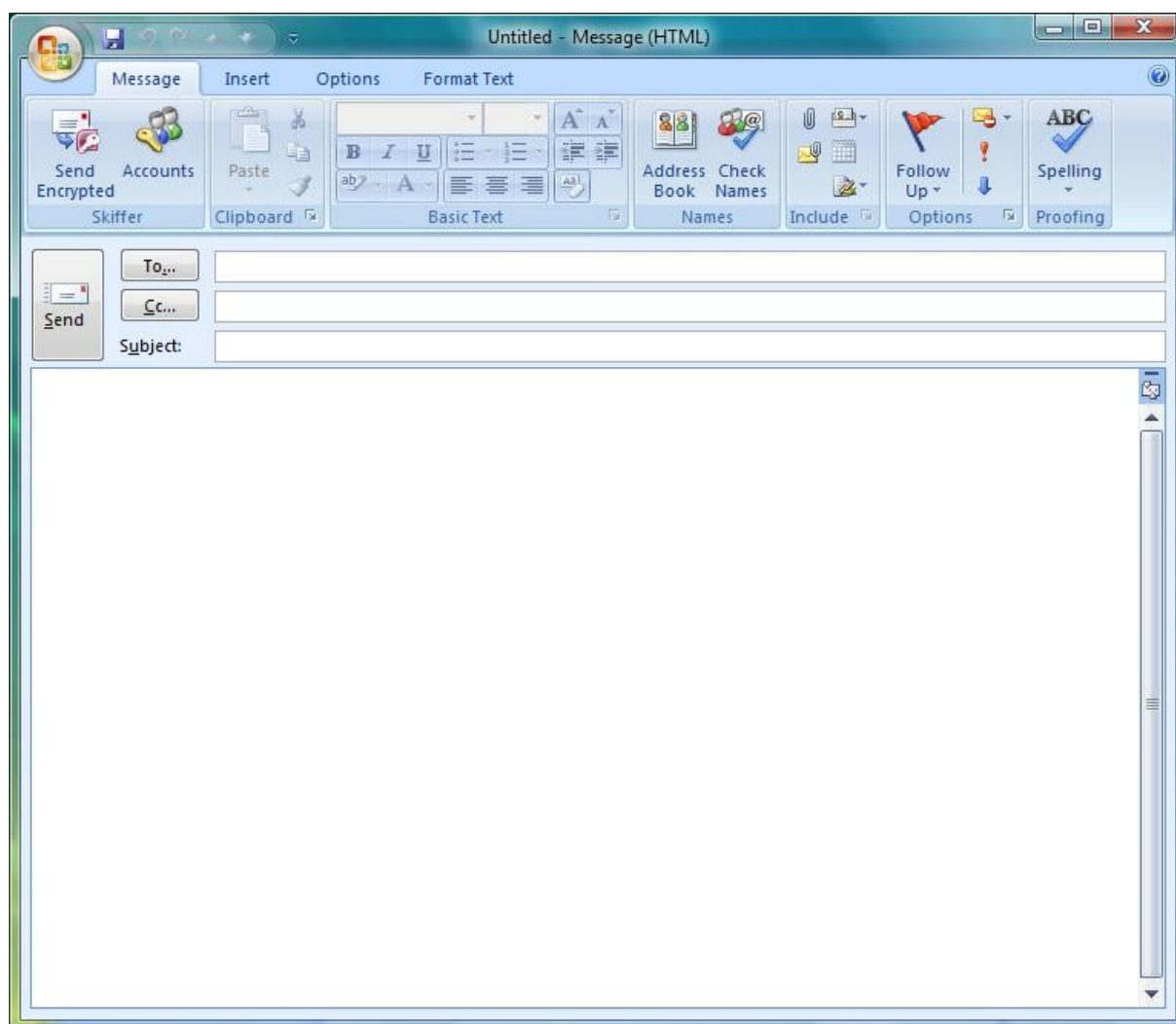
After payment your unique accounts file will be produced and you can click the button 'Get/install online' in the 'Buy accounts' dialogue.

In the menuchoice Information / About this software there will be info about how many accounts that was installed.

Outlook Add-In

You also have the option to install an Add-In to Outlook 2003 or later. For best result we recommend Outlook 2007.

If you choose to install the Add-In it is supposed to show up in “Trust Center” as an add-in. You will also find the “Skiffer Administration popup” in the Tools-menu, and some new buttons on the standard toolbar when a mail is opened. When you are composing a new mail, there are two new buttons:



Send Encrypted

This will first check that all recipients are valid skiffer-accounts and then start the crypt procedure and add the result as an attachment. Your message body and subject will be replaced with a text telling the receiver that the e-mail is encrypted. If you have entered more than one recipient there will be sent one copy for each.

Accounts

This buttons will bring up a list of registered skiffer accounts. Just double-click to pick one into your e-mail!

Send Button

If you by mistake are clicking on the send button and there are skiffer-accounts in the recipients, the dialog below will be opened. If you like the Add-In to send the e-mail encrypted to the skiffer-accounts found in the e-mail you should click on “Send Encrypted”. The other recipients will have the e-mail unencrypted!

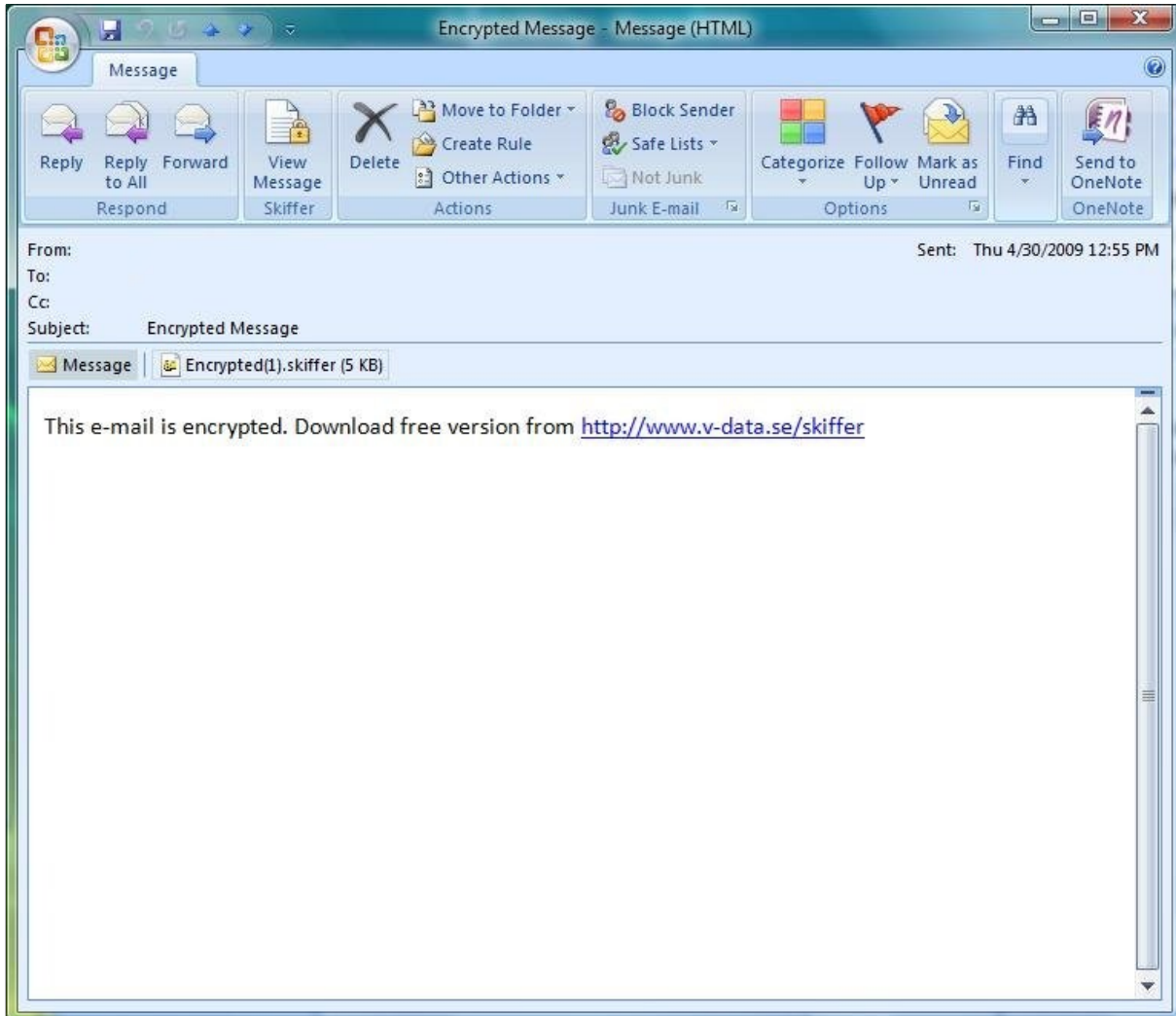


Distribution Lists

Note: The only way to ensure that all your recipients in a distribution list will have the e-mail encrypted is to click on the “Send Encrypted” button!

How to View an Encrypted E-mail

When an Encrypted message is opened, there should be a “View Message”-button on the standard toolbar. Click on this button and the e-mail will be opened in an external viewer. You could also double-click on the attachment, but if you do you won't be able to delete the message from the viewer.



Finally

Hope that you will be happy with the software and to keep your information between you and your contact.

Any suggestions to enhance the software? Please e-mail us skiffer@v-data.se

Regards

The Skiffer Team