# **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 convinient to send encrypted messages from Outlook.

## Installation

The installation is pretty straightforward.





🔁 Setup - Skiffer	- • ×
Select Start Menu Folder Where should Setup place the program's shortcuts?	
Setup will create the program's shortcuts in the following Start	Menu folder.
To continue, click Next. If you would like to select a different folder, clic Skiffer	k Browse.
< Back Next	> Cancel



Т



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.

Licensavtal	
Please read and approve this agreement, hereafter you can use the software.	
To continue you must approve on the following	*
You may not use this software, skiffer, for any illegal activities.	
4	
I approve	
<u>D</u> K         I do not approve         Print this a	greement

In the next dialogue you shold enter your e-mail adress 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 i textbased with no html-capabilities but the outlook viewer is. With the outlook add-on the messages are in html-format.

Properties			
Properties Folders			
Properties for your Skiffer. Please fill in and press OK.			
Unique Identity (email address)			
myemail@myemailsupplier.com	Save password for the day until		
Password for entering the software	Hour 23 🔹 Minute 55 💌		
•••••			
•••••			
Please note that if you forget your password you have to uninstall and reinstall the software			
☑ Use outlook view when double click on .skiffer files			
OK Cancel Apply			

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 ...')

Skiffer	- Login
	Please enter your password.
8	•••••
	<u>Dk</u>
🔽 Save	password for today until 23 🔹 55 💌

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.

Properties	
Properties Folders	
Properties for your Skiffer. Please fill in and press OK.	
Unique Identity (email address)	
myemail@myemailsupplier.com	Save password for the day until
Password for entering the software	Hour 23 🔻 Minute 55 💌
•••••	
•••••	
Please note that if you forget your password you have to uninstall and reinstall the software	
✓ Use outlook view when double click on .skiffer files	
0	K Cancel Apply

but we also have a tab called Folders

Properties   Folders   Decide where to save files etc No necessary to make any changes here.	
Folder for storing created messages.	
C:\Users\MYUSERNAME\Documents\skiffer\export\	Browse
0 - Nothing 🔹	
Move received encrypted messages to this folder	
C:\Users\MYUSERNAME\Documents\skiffer\import\	Browse
Default folder for storing received DECRYPTED attached files.	
C:\Users\MYUSERNAME\Documents\skiffer\attach\	Browse
Save DECBYPTED attached files automatically.	

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

0 - Nothing	
0 - Nothing	
1 - Move to 'sent' folder	
2 - Remove message when sent, but ask first	
3 - Remove message when sent	

'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.

Choose in the You can add,	list below is to setup accounts. modify or delete.
Accounts: Description	Identity
My friend	myfiend@mail.com

Click Add to add another contact.

myotherfriend@r	nailmail.com	_ <b>O</b> X
General Folders	]	
Email address	myotherfriend@mailmail.com	
Name/description	My Other Contact	
Use mode	1 - Active account	
Encryption	0-AES 👻	
Old key		Show key
Current key		Show key
New key	•••••	
Generate key	•••••	
	OK Cancel Apply	

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

myotherfriend@mailmail.com	
General Folders	
Use folder for storing created messages.	
	Browse
0 - Nothing	
Use folder for storing received encrypted messages.	
Move received encrypted messages to this folder	
	Browse
Use folder for storing received DECRYPTED attached files.	
	Browse
Save DEURYPTED attached files automatically.	
Cancer Apply	

which is same functionallity as in Properties.

## Make a text message

Skiffer - Make message	
General	
To identity	
myfiend@mail.com	•
Subject (Will be encrypted)	
My subject	
Message (Will be encrypted)	characters left
And my message	
4	
Attached files (Will be encrypted)	(You can drop files here)
File C:\Users\Public\Pictures\Sample Pictures\Toco Toucan.jpg	
Open     Delete       C:\Users\Public\Pictures\Sample Pictures\	<u>Attach</u> Browse
Encrypt     ⊻iew     Send       C:\Users'     .Documents\skiffer\export\S5A2865317287.skiffer	Copy

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 displayd. You can view the message by pressingView.

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...

Encrypted message		
Arkiv Redigera Visa	Infoga Format Verktyg Meddelande Hjälp	
📑 Skicka 🔏 🖺 🗎	🤊 🕹 🖑 🏮 👭 🍷 🛤 🖼 🖳	
Från:		•
■ Till: <u>myfie</u>	nd@mail.com <myfiend@mail.com>;</myfiend@mail.com>	
💷 Kopia:		
Ämne: Encry	pted message	
Bifoga: 😺 S5	A2B65317287.skiffer (158 kB)	
		1
		*
This e-mail is encrypte	d. Download free version from http://www.v-data.se	e/skiffer
		+

# View message

In this dialog you can view and reply to a message

Skiffer - View message	
General	
From identity	
myemail@myemailsupplier.com	
To identity	
myfiend@mail.com	
Subject	
My subject	
Message	
And my message	
< Attached files	• •
File	
C:\Users\- \Documents\skiffer\attach\TocoToucan.jpg	
Reply to this message	Close

## **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.

Install accounts	
Install accounts	
Your identity	
myemail@myemailsupplier.com	
Please visit our web site to order more accounts Buy online	
Get the purchased accounts file (via internet)	
	Close

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	My company		
First name	My firstname		
Last name	My lastname		
Address	My address		
Postcode	12345		
City	My City		
Country	Sweden		
Reference	My reference		
Your identity: myemail@myemailsupplier.com <ul> <li>3 extra accounts (5 in total) Price 150 SEK excl. V.A.T</li> <li>8 extra accounts (10 in total) Price 500 SEK excl. V.A.T</li> <li>Unlimited accounts Price 2000 SEK excl. V.A.T</li> </ul>			
Continue	e to next page		

... the next page

After payment your accou install the file from within	ints file will be produced and you should 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@myen	nailsupplier.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
• PAYSON <sup>™</sup>	
Continue to payment	
VISA Nordeo SEB Han	delsbanken Swedbank 🛞

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 acounts 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:

	Untitled - Message (HTML)	
Message	Insert Options Format Text	۲
Send Accounts Encrypted Skiffer	B       I	ABC Spelling Proofing
Image: Send         Subject:		
		Co I

### 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