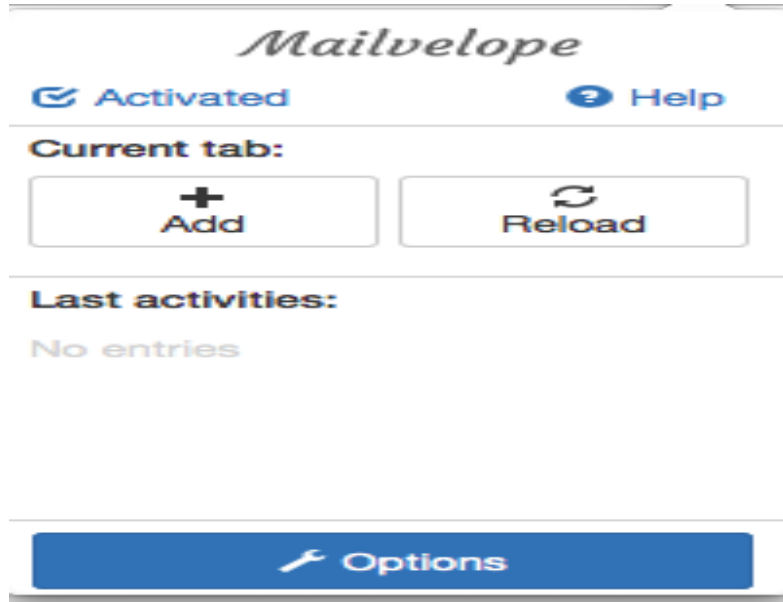**ALISHA GURUNG**
BHUTAN TELECOM LIMITED

On Chrome and Firefox

Go to Settings → Extensions → Search for Mailvelope and add

- After installation, a lock icon is displayed in the main Google Chrome toolbar (to the right of the address bar). Click it to open the Mailvelope main menu.

- Maivelope uses public key cryptography.

- Public Key: encrypts message, available to everyone.

- Private Key: decreypts mesage, needs to be stored securely

- Must have public key of the recipent inorder to send an encrypted mail.

- Exchange pulic key between the sender and receiver.

- Different ways:

  - Via email

  - Uploading it to the key server

- Key handling
- Generating keys
- Importing keys
- Exporting keys
- Encrypting and decrypting message
- Can be used for file encryption

• Click on Mailvelope's lock icon in the toolbar to open the main menu. Click Options to navigate to Key Management, where all the keys are stored:
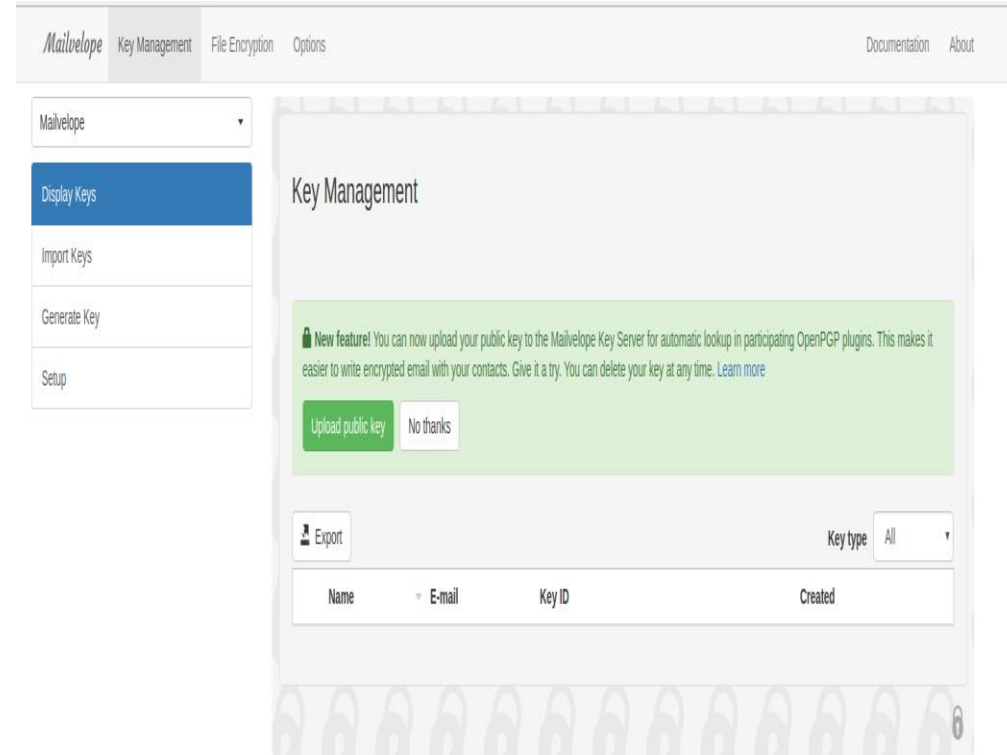
- Generate new one

- or

- Import an existing one

- Click Generate Key.

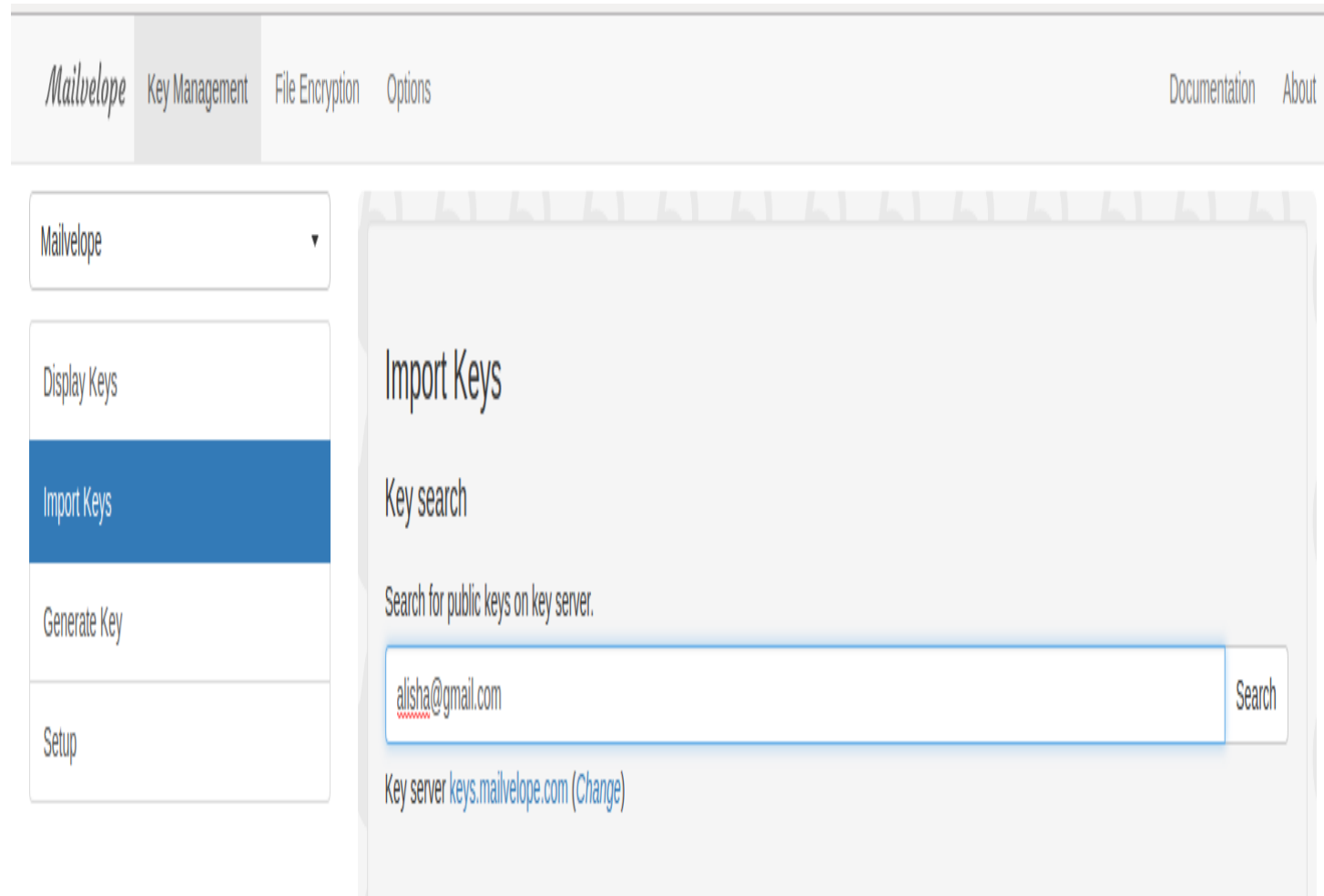- Fill out the boxes and assign a key password. Make sure

- Existing keys can be imported from other applications

- Key Management → Import Key

  - **Import key from file**

- With this feature, you can select a key file on your storage device which will be imported into Mailvelope.

  - **Import key as text**

- Paste any keys into the text box in text format as shown above in the Message Formats section. Clicking on Import will extract all keys from the text and transfer them into the local keyring.

Mailvelope Key Management File Encryption Options   Documentation About

Mailvelope ▾

Display Keys
Import Keys
Generate Key
Setup

Import Keys

Key search

Search for public keys on key server.

alisha@gmail.com   Search

Key server keys.mailvelope.com (*Change*)

Import key from file

Select a key text file to import

Import key as text

Please insert one or multiple keys in text format here.

Import   Clear

- Search for PGP keys on public key servers by entering email address or name of key owner.

- Depends on which key server the owner has uploaded his/her key to.

- Search results shown in differnet tab with key ID

- After clicking on the displayed keyID, the key text will be shown and Mailvelope will be able to detect the key.

- With another click on the key symbol the key is imported into Mailvelope.

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Display Keys

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Search for public keys on key server.

alisha@gmail.com   Search

Key server keys.mailvelope.com (*Change*)

- Used to publish public key or securely keep the key pair.

- **Exporting all keys**

- For this purpose, click the Export button on the "Display Keys" option page. The keys are saved in asc format. This format can be read by all common PGP implementations.

- **Exporting individual keys**

- Hover over the relevant key pair and click the information icon (i). Switch to the Export tab and select the key(s). Then click Download.

- Email messages are created and encrypted in an external editor.

- The Compose button ✏ is displayed in all email composing areas of the webmail provider and will launch Mailvelope's external editor.

- Either encrypt and send or only sign.
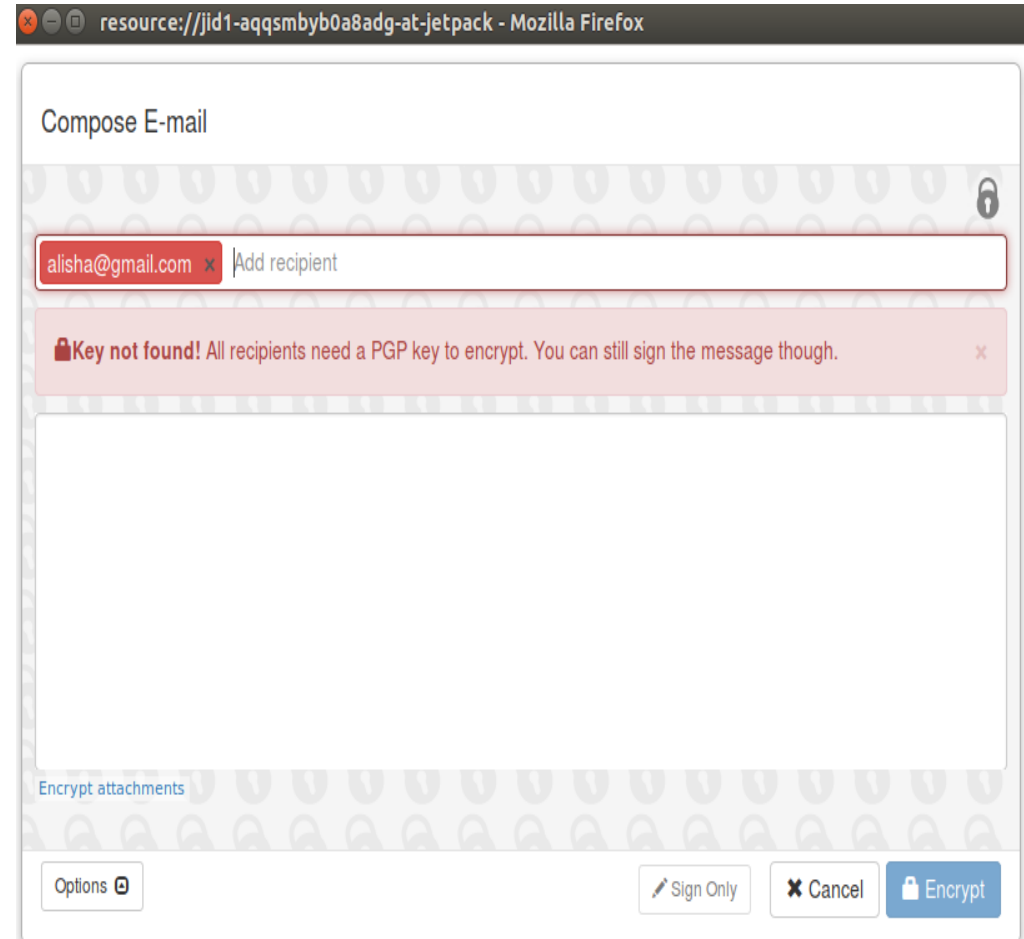
- Options → File encryption from the top menu bar.

- Click on Next and choose the recipients you want to encrypt the files for.

- Click on Next and choose the recipients you want to encrypt the files for.

- Select the encrypted .asc files to save them to your downloads folder or choose Save all.
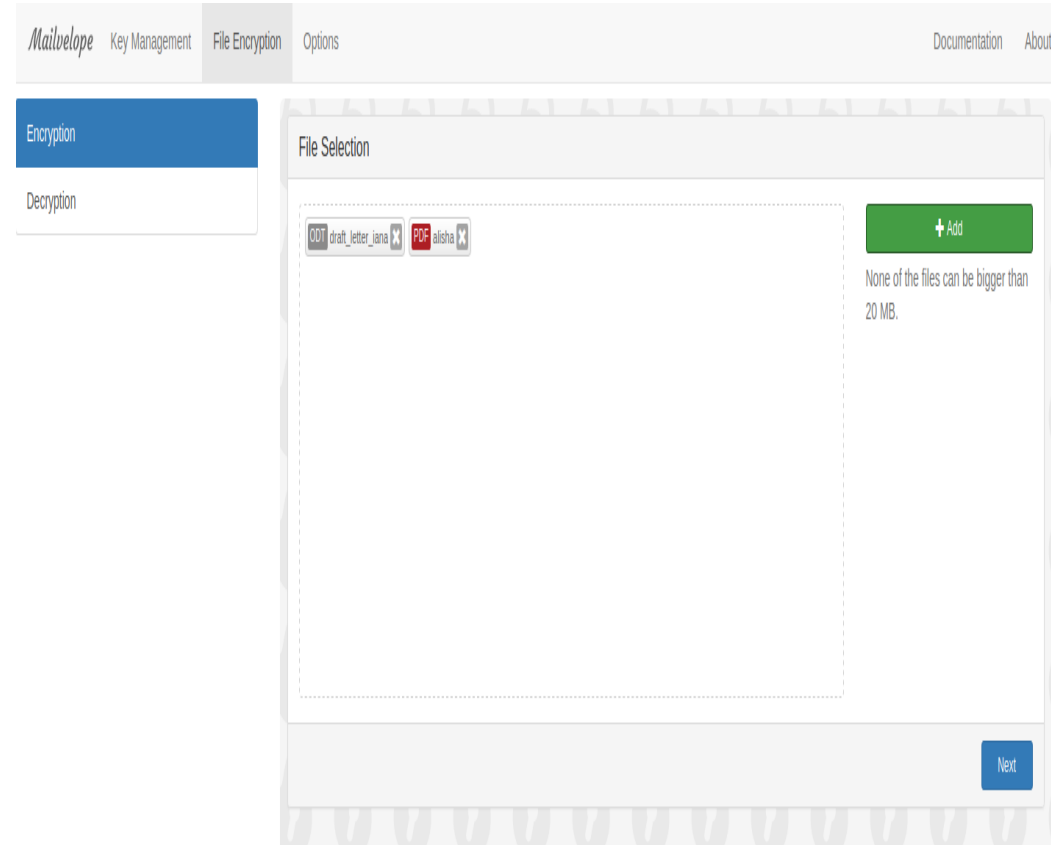
- Similar to encryption menu.

- Decryption→ use the + Add button to select on the storage device the .asc files to be decrypted files. The decrypted files will be displayed once you entered your private key password.