



NAMIBIA CYBER SECURITY INCIDENT RESPONSE TEAM (NAM-CSIRT)

**Pretty Good Privacy (PGP)
Email Encryption Guideline**

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1. Kleopatra Installation Guide

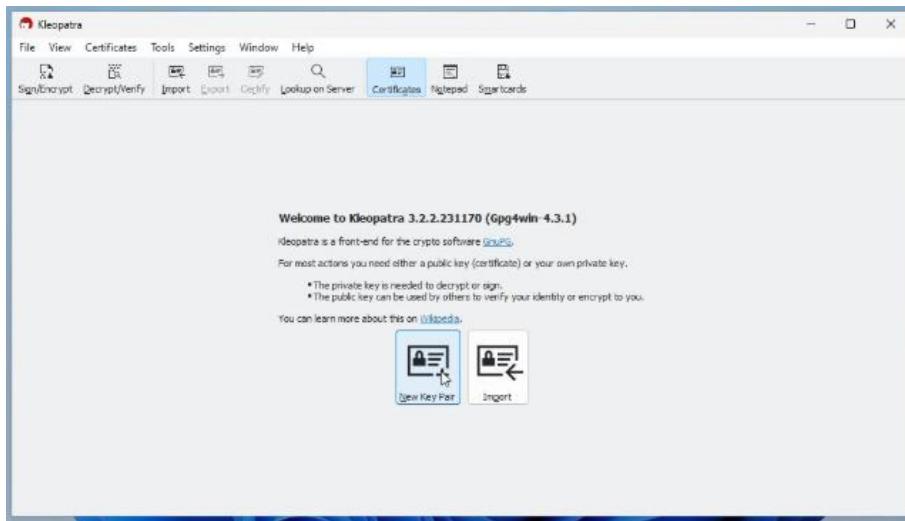
1.1 Download the Gpg4win package from the official website: <https://gpg4win.org>.

1.2 Run the downloaded installer and follow the on-screen instructions, selecting the Kleopatra installation option.

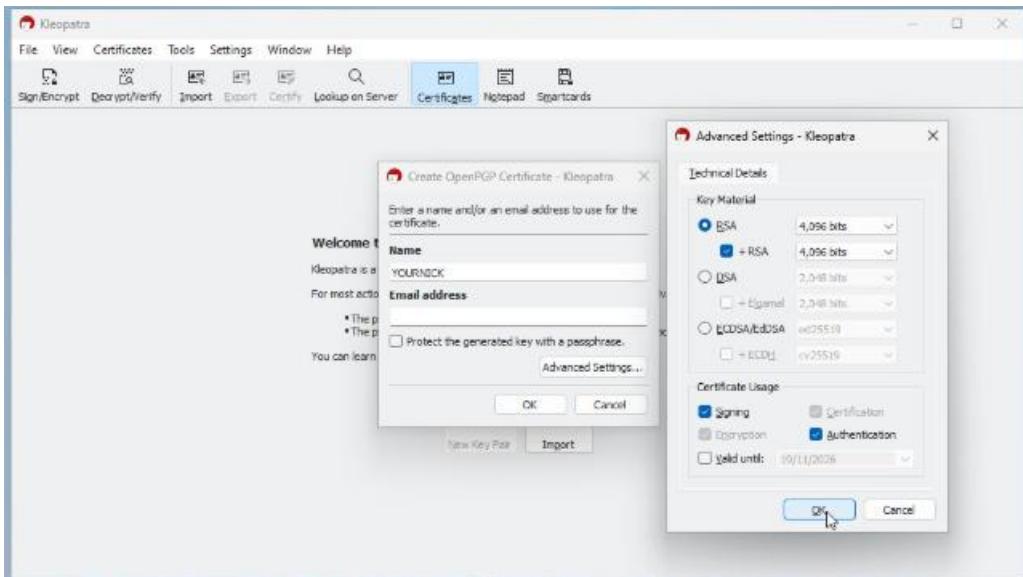
1.3 Ensure the following components are installed: GnuPG, Kleopatra, GpgOL, GpgEX.

2. Generating keys in Kleopatra

2.1 Open the Kleopatra application and click the New Key Pair button and follow the instruction.



2.2 Select your preferred key algorithm and size RSA, 4096 bits, check the Authentication option, and click OK.

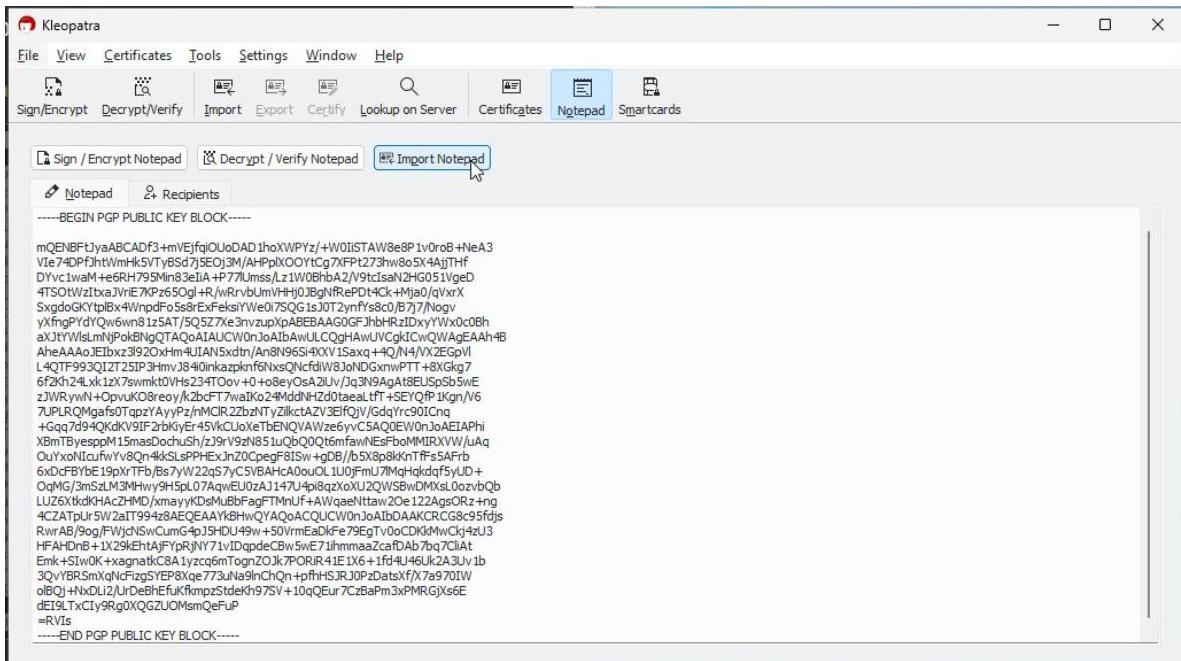


3. Importing public keys in Kleopatra

3.1 Download and Open text file containing the public key.

3.2 Open the Kleopatra application and select the Notepad option.

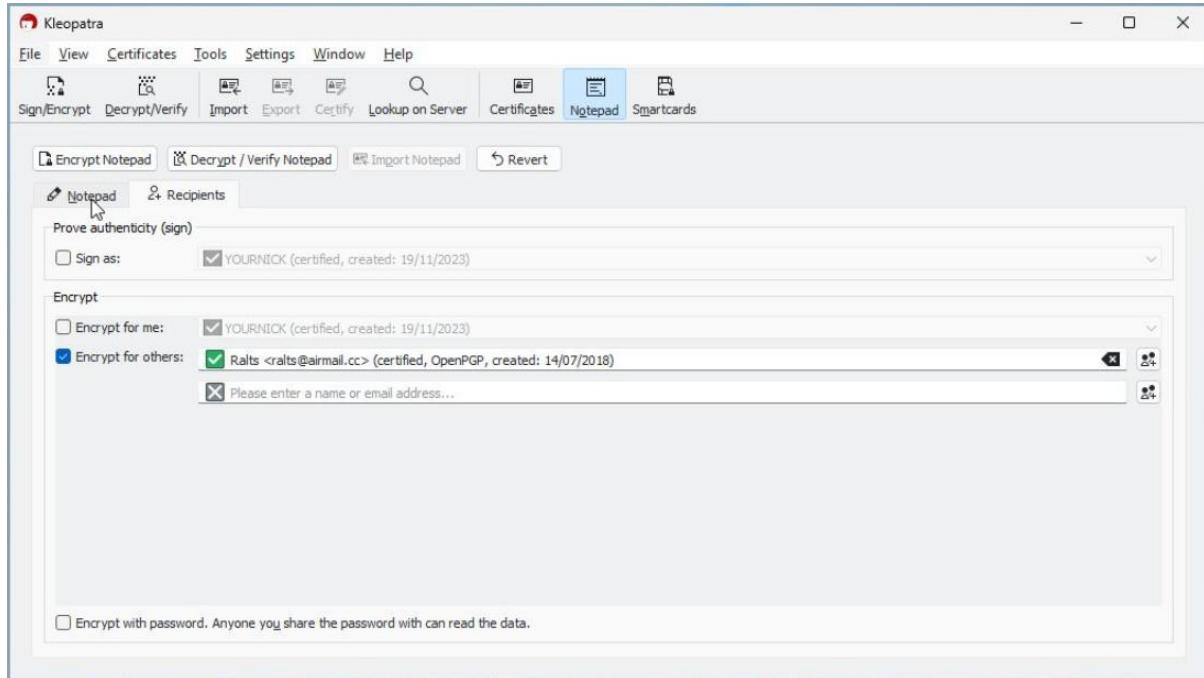
3.3 Paste the public key and click Import Notepad.



4. Encrypting messages in Kleopatra

4.1 Open the Kleopatra application and click Notepad, then paste/type the content of the message you want to encrypt into the text field.

4.2 Select the recipient's public key from the list of available keys.



4.3 Click Encrypt Notepad.

4.4 After encrypting the message, copy the resulting text to the clipboard and share via email

Note, we do not need to import the public key again when encrypting the next messages. The key will be saved in the program files.

5. Decrypting messages in Kleopatra

5.1 Open the encrypted message.

5.2 Copy the encrypted text to the clipboard, then open the Kleopatra application.

5.3 Click Notepad and paste the encrypted text.

5.4 Click Decrypt / Verify Notepad.

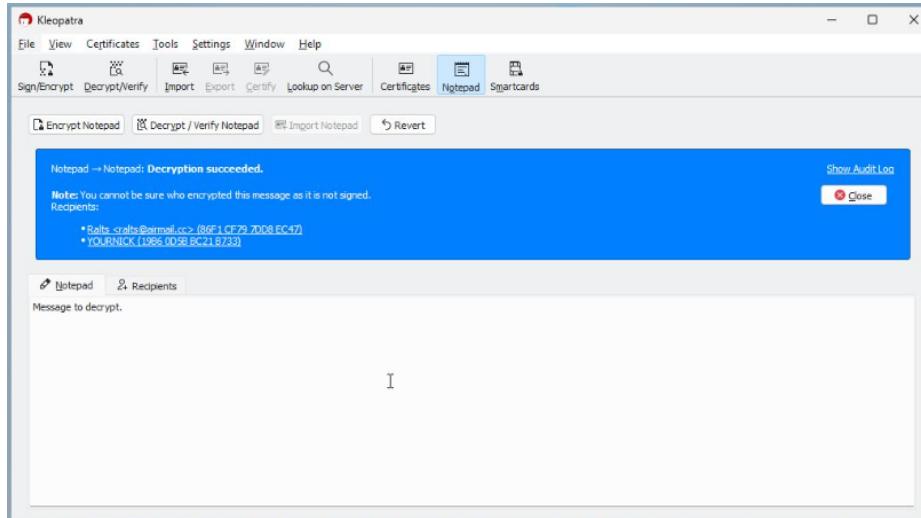
The screenshot shows the Kleopatra Notepad interface. The menu bar includes File, View, Certificates, Tools, Settings, Window, Help, and several toolbar icons. The tabs at the top are Sign/Encrypt, Decrypt/Verify, Import, Export, Certify, Lookup on Server, Certificates, Notepad, and Smartcards. The Notepad tab is selected. Below the tabs, there are buttons for Encrypt Notepad, Decrypt / Verify Notepad, Import Notepad, and Revert. The main text area contains a PGP message:

```

-----BEGIN PGP MESSAGE-----
hQEM44PbgwY2rEAQ9hUv1ZhrnRt+ClJ3afeoP2k/mKZ7A+ja71vmjsggo0TF
Qs9gIUS0joCsj1ybvOqELD>v2nD9vNvH/MWqoGqYACsu+794hgj5JhWWee
CCwTEmJKdcmvlg18cT4jWV13-lc32J1hv95h7c5obPmew+ubshraDWf
3EbsJzZmBjZmYyJfdz8eADLDRMKcCo.3972hDwv0.0(PmhfacGg)1lUrAV
30bXHgG-0P0PS99TINMWhR715Q7771v9P6LXwJHyoToef
16RrrmPM72170931WVg70MvMwP2gLUCDACOCS5AvYNEOKze
odtw2c6P73lnCOP-5v5AvrlmUBXZyKt3Gchbb8vnxem8re0SaD6vCeoIO
umqFvhe174867492dUBSSwv6SDA.mhujhZ334Ph3o5vVdn1t+6Ztrn097d
kfjedymWOrL60-Bu128MjOViJuS0fTEuJ-KLnp1G2QyCkWV+1qjMu6GHS5/S4
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038fueMvChfO1VMYyypBxxv4EAnJx9o=dF4rY45m12ohhv/EnckPZQN
WBW4pFAHvhy9tKL149L6PlezQaokR14+frPPGj3pC73OkYmb29pXN
R2xvHQb1w6o3R.L7SkUs16SP0H2mJrhLzof+JgGLjphZT1OEQS40czA+JN35
GELBhq3ta1EYasus12t+G.bgbC5ejN+4PvWxeyf8oASHM1VAX+4pd9UBxd41
SyExEwkoGWfOl.ysgCYtqRTATpep7HyENY/fGY04bYz5zLjF0trALing6ufx
Mu3i2VpxME3zJcMsutgEHDG18Jgeff/DuoQRhsGe122315wa9VpGPPUbs
8F2wJSvEDzw1c7cJ5a=
=jV36
-----END PGP MESSAGE-----

```

6. Decrypted message



The End