

Cryptzone End User Manual

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1. Secured eUSB

1.1 How to secure your first USB

This solution will help you to encrypt any brand, model and/or size of USB flash drive. Once the USB flash drive is encrypted you can take it to any other Windows-based computer, enter your password and start working on the content. To speed up the encryption process it is recommended that you delete unnecessary files and folders on your USB flash drive before you start. Note that you do not have to delete files and folders before encrypting your USB flash drive – any existing content will be automatically encrypted as part of the process.

You can encrypt a USB flash drive in 3 different ways.

1.1.1 Number 1 – Automatic Encryption



1. Plug your USB flash drive into your computer
2. If the security policy for your organization requires automatic encryption of all USB flash drives, then a dialog window will appear enabling you to encrypt your USB flash drive.
3. Choose **Continue** to start the encryption process. If you don't wish to encrypt the USB flash drive, simply choose **Cancel** and unplug the flash drive.

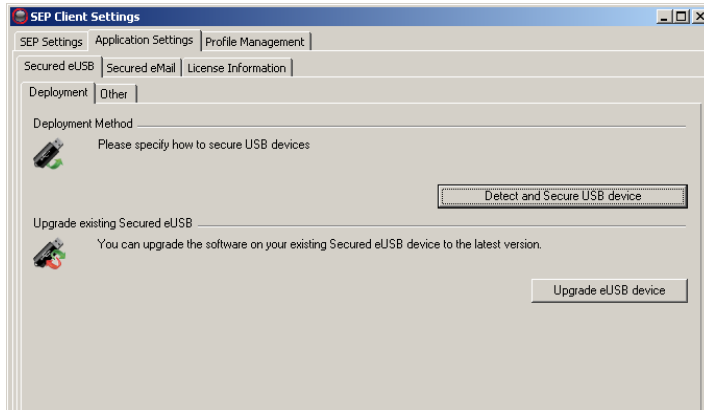
1.1.2 Number 2 – Start Manual encryption from My Computer

1. Plug your USB flash drive into your computer.
2. From the Start menu open My Computer.
3. Right-click on the USB flash drive and choose **Secure USB**.
4. The encryption process will now start.

1.1.3 Number 3 – Start Manual encryption from SEP Client Settings

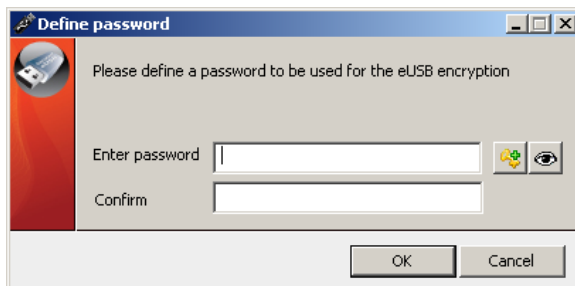
1. Plug your USB flash drive into your computer.
2. From the Start menu navigate to **All Programs – Cryptzone SEP Client – SEP Client Settings**.
3. The settings window will appear. Click on the following tabs **Application Settings** → **Secured eUSB**.
4. Click on the button **Detect and Secure USB flash drive** and the encryption process will start.

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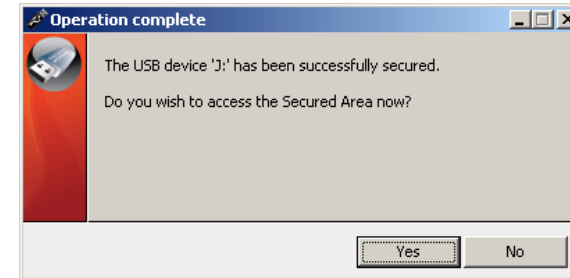
1.1.4 The encryption process

1. Once the encryption process has started you will be asked to create a password. The password needs to be at least 8 characters and contains at least 1 digit.
2. Enter your password twice to confirm.

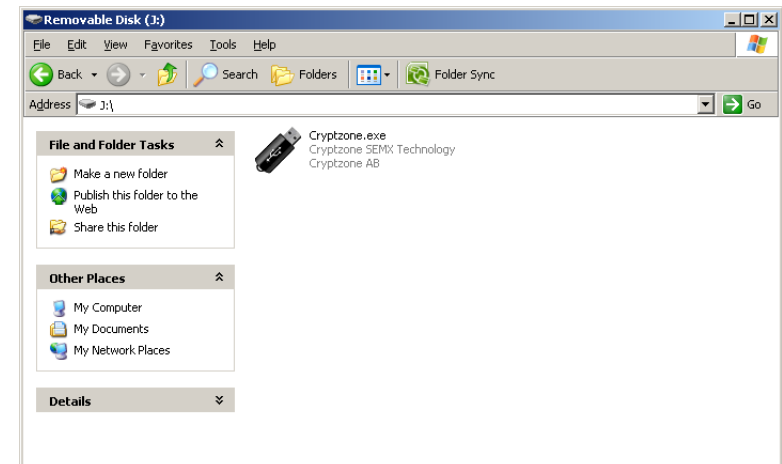


3. Any files that are on your USB flash drive will automatically be encrypted.

4. The encryption process will alert you once it has completed and will ask if you want to access your secured USB flash drive. Click **Yes**.



5. The encryption process creates a new file on your USB flash drive. The file will be called for example "your company name.exe" or Cryptzone.exe (the filename depends on central policy). To access your encrypted USB flash drive simply double-click on the *.exe file and enter your password.



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6. Your USB flash drive is now encrypted and you can use it on any Windows-based computer in the world. Simply double click on the .EXE and then enter your password to access the content
- 7.

1.2 How to use your secured USB flash drive

It is very important that you always safely remove USB devices from your computer.

Windows 7 - <http://windows.microsoft.com/en-gb/windows7/Safely-remove-devices-from-your-computer>

All operating systems - http://www.ehow.com/how_4784537_remove-usb-flash-drive-computer.html

1.2.1 How to access the secured USB flash drive

1. Insert the USB flash drive into your computer's USB port.
2. Depending on your computer's settings you can access the secured flash drive in two different ways:
 - o If auto-start is enabled then, when you insert the USB device, the auto start dialog box will appear. , Choose **Access the secure area** and click OK.
 - o If auto-start is disabled (nothing happens when you plug in the USB flash drive), open the USB flash drive by double clicking on it in My Computer, and then double click on the .EXE file located on the flash drive. The .exe file will be named something like "your company name.exe" or Cryptzone.exe (the filename depends on central policy).
3. A window will appear. Type your password into the "Enter password" field.
4. You will then be able to access the secured files and folders on the USB drive.

1.2.2 How to work with files on the secured USB flash drive

Once you have authenticated and have access to the secured USB flash drive, you can edit, move and copy files and folders in exactly the same way as you do in an open folder or on the windows desktop using the edit menu, by right-clicking on the selected file or by drag and drop. Right clicking in the secure area gives you a shortcut menu for viewing and pasting and creating new files. Below is an explanation of how you can easily work within the secured USB area.

1.2.3 How to secure a file by dragging

1. Open Windows Explorer.
2. Find the file or folder you want to secure.
3. Drag the file onto the secured USB drive.

The file is now secured. You can only see and browse it in the secured area of the secured USB flash drive.

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1.2.4 How to unsecure a file by dragging

1. Find the file or folder on the secured USB drive that you want to unsecure.
2. Drag the file to the desktop or any other location on your computer.

The file is now unsecured and in the location of your choice.

1.2.5 Create a new file

1. Right click in an empty area on the secured USB window, not on a file.
2. Select **New** and then select the file type you wish to create.

1.2.6 Opening a file or folder

You can open a document on the secured USB drive in the usual way simply by double-clicking on it or right-clicking on the file and selecting **Open**. If you open a file on the secured USB flash drive it will open automatically in the software associated with that file. As an example if you double click on a Word document, the document will be opened up in Microsoft Word. If you save the document, or close and save it, it will be secured automatically on the secured USB flash drive.

1.3 How to change the password for your secured device

1. Plug in your secured device.
2. On the bottom left on your screen click on the Start button and in the menu chose Computer.

3. Find your encrypted device and double click on it



4. The content of the device will be displayed.
5. Double click on the secured device icon
6. The secured device authentication window will be displayed. Enter your password and press OK.

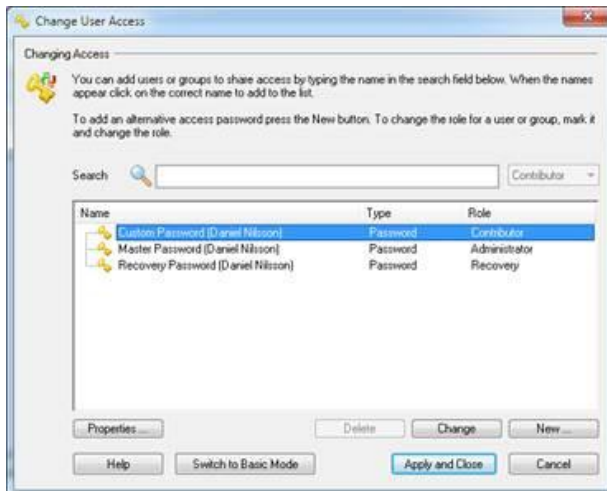


7. The content of the secured device will be displayed. On the menu on the top left chose File and then Change Access.

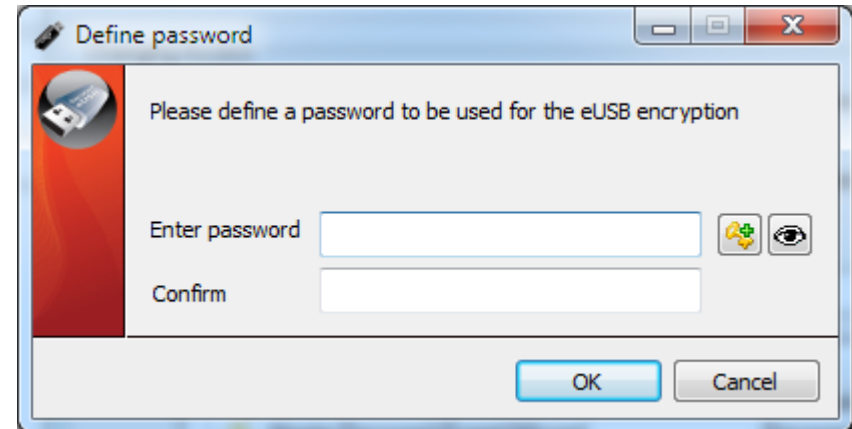
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8. The Change access wizard will display. Click on the Switch to Advanced Mode button in the bottom of the screen.
9. Now select the Custom Password in the list and click the Change button



10. A new window will appear. Enter the new password and press OK.



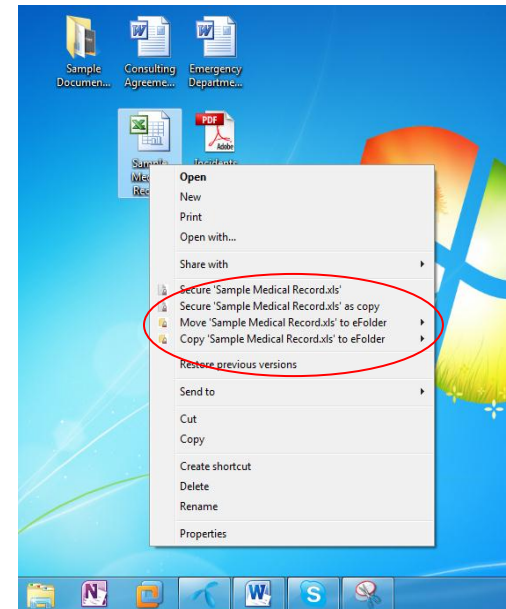
11. Now close all windows. Your password have been changed.

2. File encryption – Secured eFile

The Secured eFile solution will enable you to encrypt your files and folders. Your day to day work routine will not be affected thanks to the transparent integration with Microsoft Windows®. This guide will go through the basic steps of using Secured eFile to secure and unsecure files and folders.

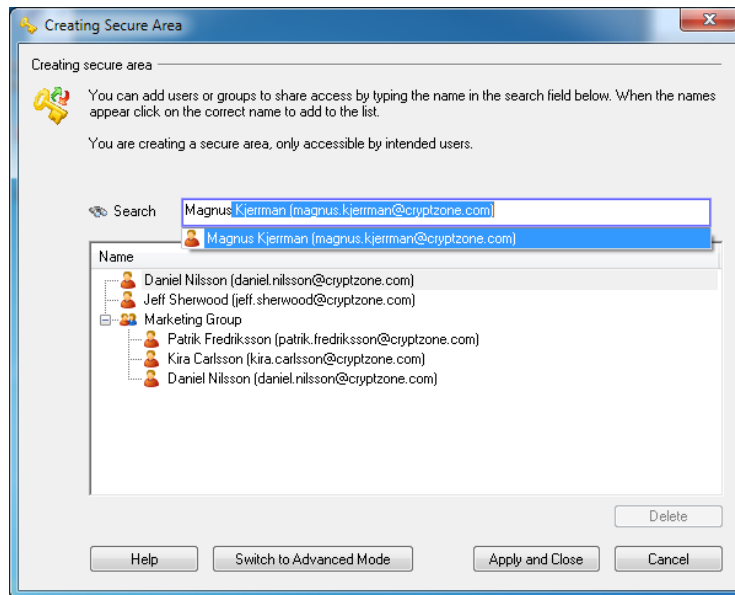
2.1 How to secure a file

1. Right click on the file you wish to encrypt and the context menu will appear. Choose to **Secure** the file.



2. A wizard will start and you now have the opportunity to specify which colleagues should be able to access to the file.
 - a. To add a colleague type in his/her name and suggestions will automatically appear. Choose the appropriate name.
 - b. If you would a group of people to have access, for example Marketing or Sales, type the group name and you will see suggestions. Choose the appropriate group.

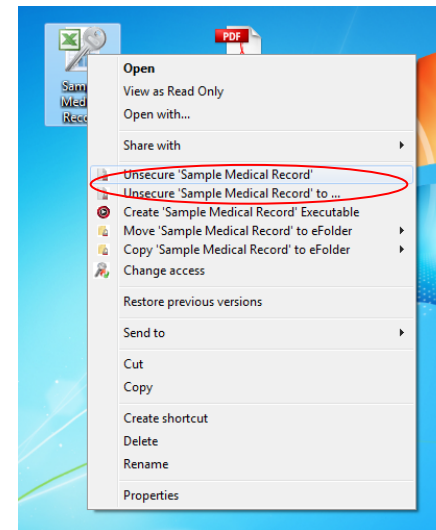
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3. When you have specified all the colleagues who will need access to the file, click **Apply and Close**. The file is now secured.

2.2 How to unsecure a file

1. Right-click on the secured file and the context menu will appear. Choose to **Unsecure** the file.



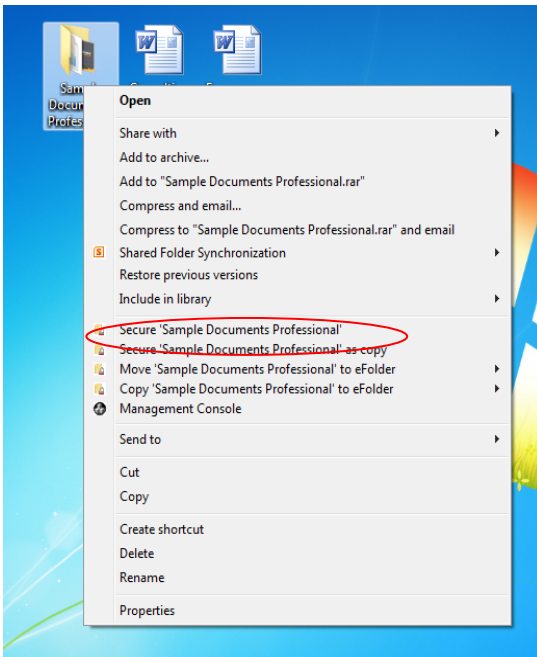
2. The file will now be unsecured at the same location.

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2.3 How to secure a folder

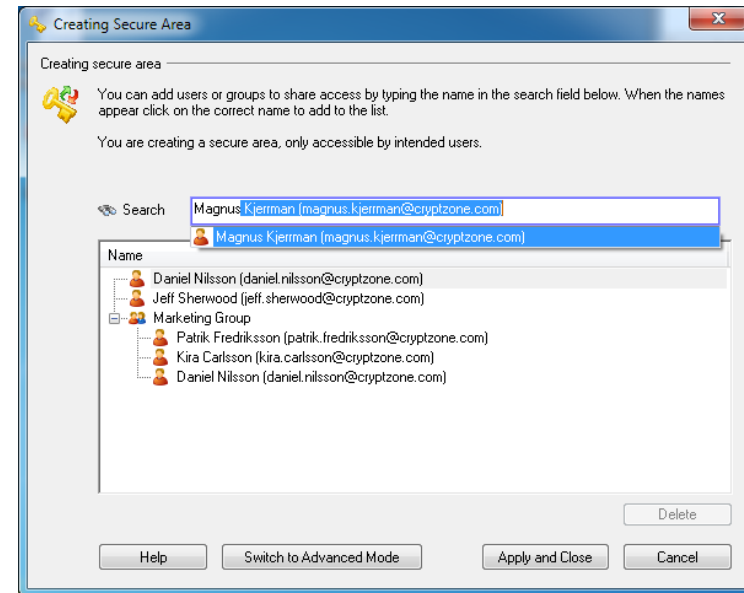
A secured folder is much like any other folder except that all files stored in a secured Folder are automatically encrypted. A secured Folder has an explorer view with a menu bar offering different operations.

1. Right click on the folder that you wish to secure and the context menu will appear. Choose to **Secure** the folder.



2. A wizard will start and you now have the opportunity to specify which colleagues should have access to the folder and the files within it.
 - a. To add a colleague type in his/her name and suggestions will automatically appear. Choose the appropriate name from the list.

- b. If you would like a group of people, for example Marketing or Sales, to be able to access the folder, type in the group name and you will get suggestions. Choose the appropriate group from the list.

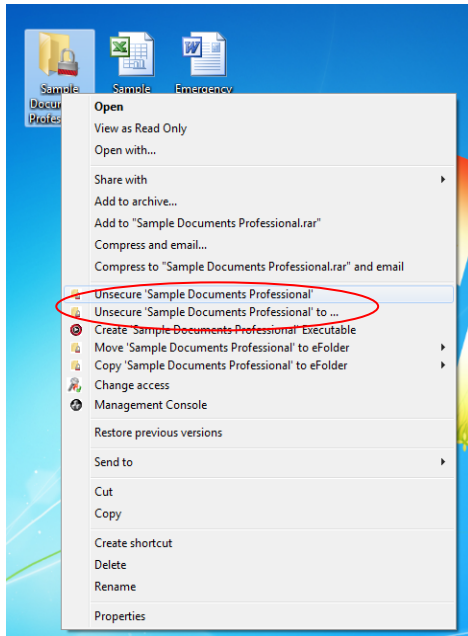


3. When you have finished, press **Apply and Close**. The folder will now be secured.

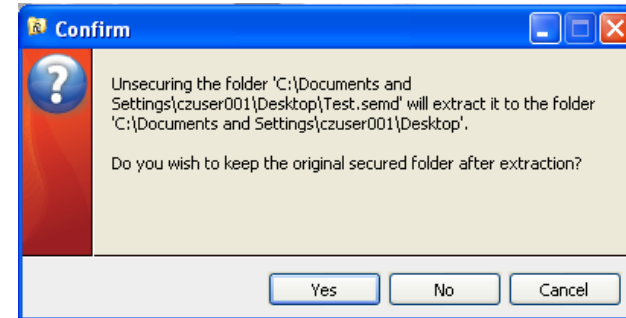
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2.4 How to unsecure a folder

1. Right click on a secured folder and the context menu will appear. Choose to **Unsecure** the folder.



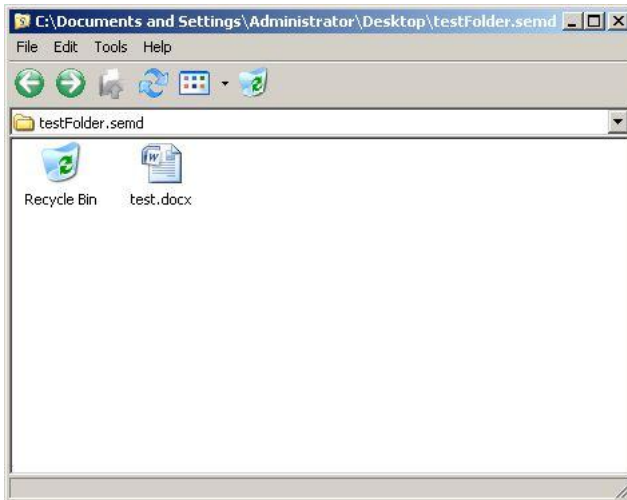
2. The confirmation window will popup asking if you wish to keep the original secured folder after extracting the contents to an unsecured folder. Choose **Yes** or **No** as appropriate.



3. The folder will now be unsecured at the same location.

2.5 The secured folder explorer view

When a secured folder is opened the familiar explorer view is activated. There are four main menu bar options 1) **File** 2) **Edit** 3) **Tools** and 4) **Help**.

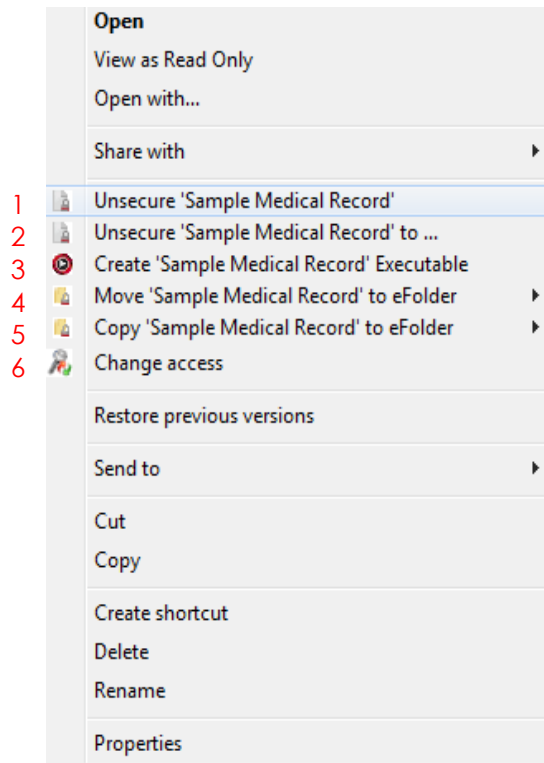


- 1) **File** menu contains:
 - **'Open'** to open the document selected in explorer.
 - **'New'** allowing you to create new file types in the secured area of the folder.
 - **'Delete'** will remove the file and place it in to secured folder Recycle bin. This does not permanently delete the file. If you want to permanently delete it you will need to go in to the recycle bin and delete the document from there or use the **'Empty Recycle Bin'** function. **'Restore'** will put the document back in the original place.
 - **'Unsecure'** allows you to select a destination folder to unsecure your documents to.
 - **'Change access'** - this is explained later in this manual.
 - **'Exit'** will close the secured folder explorer.

- 2) **Edit** menu contains:
 - standard operations such as **'Cut'**, **'Copy'**, **'Paste'**, and **'Select all'**.
 - **'Invert Selection'** selects all the currently un-selected in the explorer window.
- 3) **Tools** menu contains:
 - **'Detect and repair'** this is described in the "Detect and Repair eFile" section later in this document.
- 4) **Help** menu offers a help file with Contents, Index and Search function and detailed information regarding the SEP Client and encryption solutions.

2.6 Context Menu

When you right click on a file or folder to secure or unsecure it, the context menu gives you six choices: 1) **Secure/Unsecure** 2) **Secure/Unsecure to...** 3) **Create Executable** 4) **Move to eFolder** 5) **Copy to eFolder** 6) **Change access**.



1) Secure/Unsecure

This option will Secure or Unsecure the file/folder.

2) Secure/Unsecure to ...

This option will Secure or Unsecure the file/folder as a copy of the original file at the same location.

3) Create executable

The secured file/folder will be converted to a portable secured package in the form of an executable file. This means that the file/folder can be opened on any computer. When you have created the portable executable package you can place it on a CD/DVD, portable hard drive or a USB flash drive.

4) Move to eFolder

This option allows you to secure a file or folder by either moving the file/folder into an existing secured folder, or by creating a secured folder with the file/folder in it.

5) Copy to eFolder

The file will be copied to a secured folder of your choice, and the original file will be retained.

6) Change access

With this option it is possible to add or remove users and groups from the list of people who can access the secured file/folder. It is also possible to add custom passwords to a file/folder so that people outside the organization can receive and open secured files/folders.

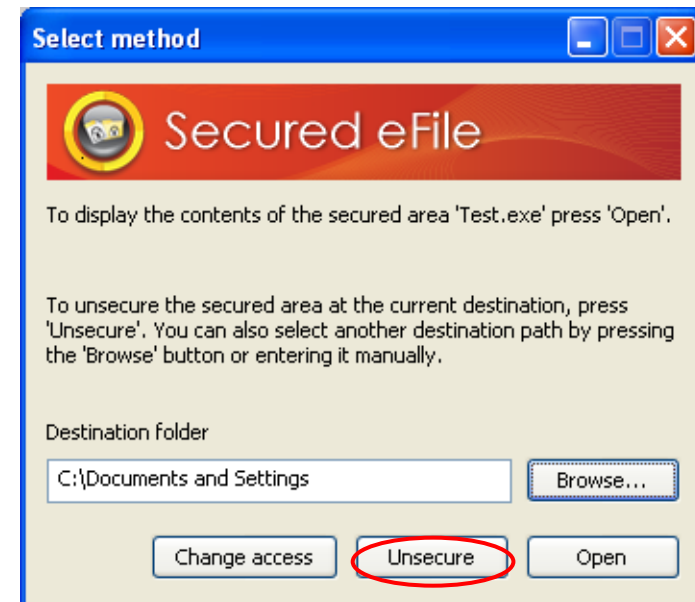
2.7 How to make a portable secured package (.EXE)

Secured eFile can convert secured files/folders to portable secured packages (self-extracting files). This enables anyone with the appropriate password to be able to open (extract) the secured files/folders even if they do not have Secured eFile installed. The files/folders must be encrypted before they can be converted to a portable secured package.

1. Right-click on a secured file/folder.
2. In the context menu select **Create 'File name' Executable**.
3. You will be prompted to define a password for the executable file. Type in a password of your choice.
4. The file/folder will now be converted to an Executable at the same location.
5. You can now place the executable package on a portable device of your choice. For example CD/DVD, USB flash drive, portable hard drive or an FTP server. The portable package can then be opened on any computer.

2.8 How to unsecure a portable secured package (.EXE)

1. Right click on the Executable and the context menu will appear, choose to **Open** the file.
2. The "Select method" window will popup, click **Unsecure**.

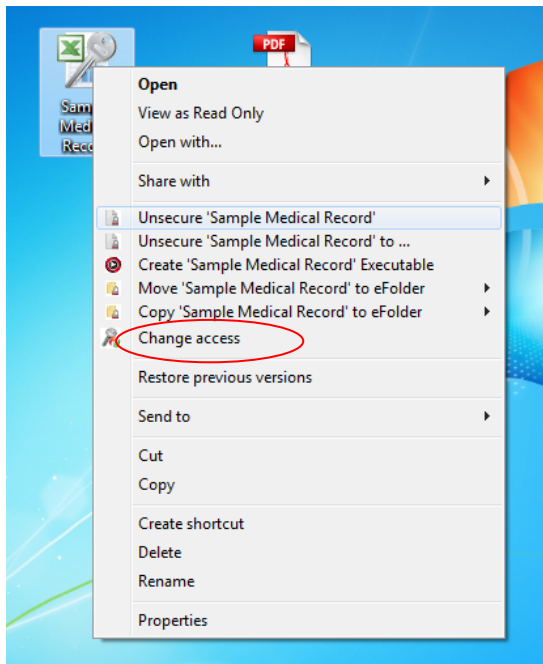


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2.9 How to Change Access

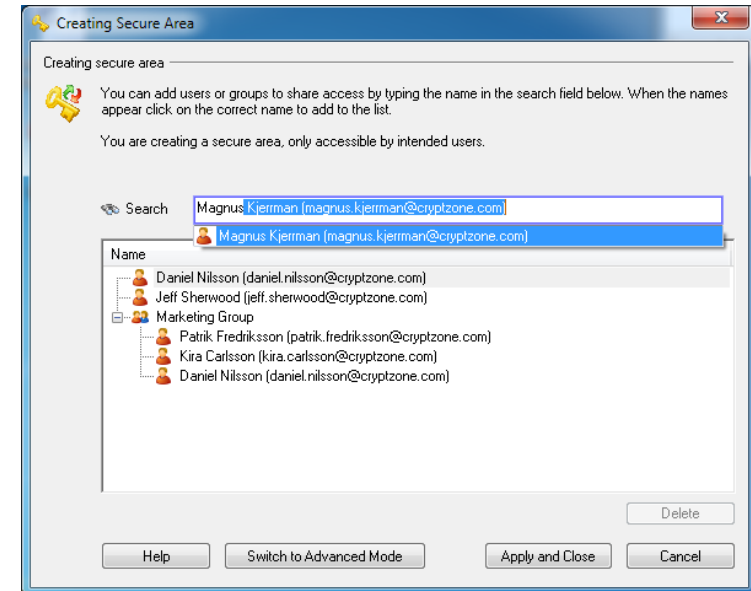
It is possible to add or remove users and groups from the list of people who can access the secured file/folder and all its copies at any time.

1. Right click on the secured file/folder and select **Change access**.



2. The access management window will appear and you will now be able to see which users and groups have access to the secured file/folder.
 - a. To add a colleague type in his/her name and suggestions will automatically appear. Choose the appropriate suggestion.
 - b. If you would like to add a group, type in the group name and you will get suggestions. Choose the appropriate suggestion.

- c. If you would like to remove a user or group, simply select the user/group and click the Delete button.



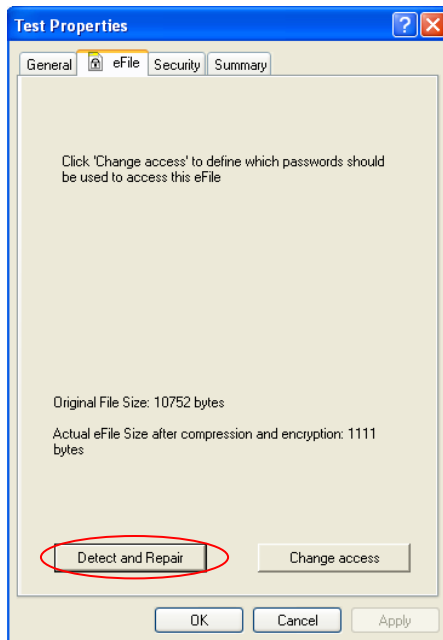
3. When you have completed the changes press **Apply and Close**.

2.10 Detect and Repair eFile

If for some reason the process for securing a file has been interrupted and caused a problem so that a secured file/folder can't be accessed, this option will detect data corruptions and try to repair them.

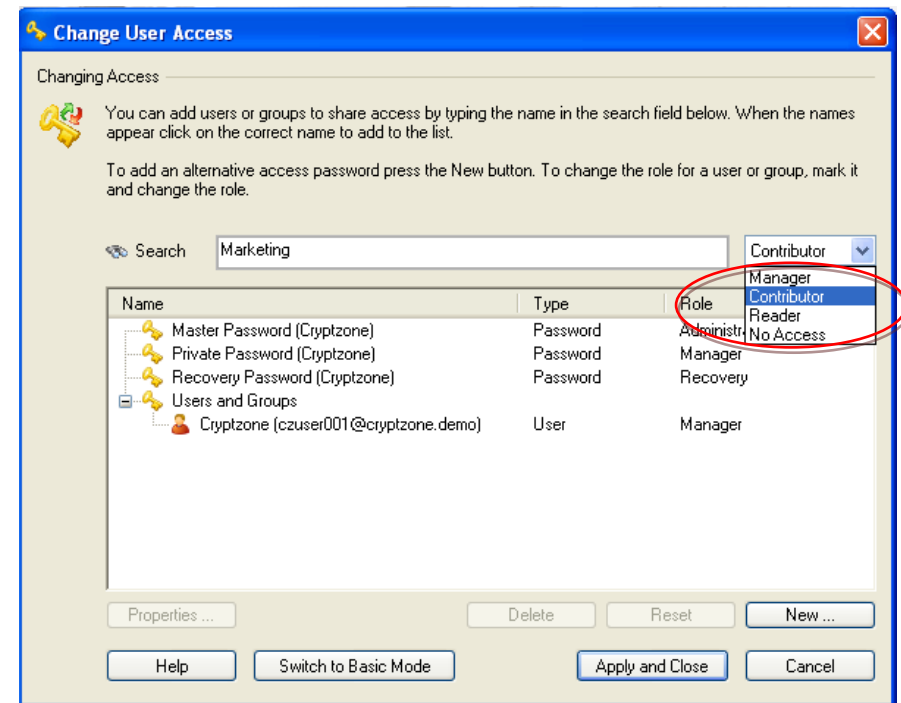
How to Detect and Repair

1. Right click on the secured file/folder and select **Properties**.
2. Click on the **eFile/eFolder** tab.
3. Click on **Detect and Repair**. The Confirmation action window will appear.
4. Click **Continue** to run the process.



2.11 How to manage advanced access rights

1. Right click on the secured file/folder and select **Change Access**.
2. The Access Management window will appear and you will now be able to see which users and groups have access to the secured file/folder.
3. Click on the **Switch to Advanced Mode** button.



4. To change the access rights of a user/group, select the user/group and then expand the drop-down menu in the top right of the window to choose the appropriate level of access rights:
 - a. Manager – the user/group has rights to add other users/groups for sharing.

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- b. Contributor – the user/group has rights to read and modify the file/folder.
 - c. Reader – The user/group can only read the file/folder.
 - d. No Access –Block access for a user/group.
5. When you have finished press **Apply and Close**.

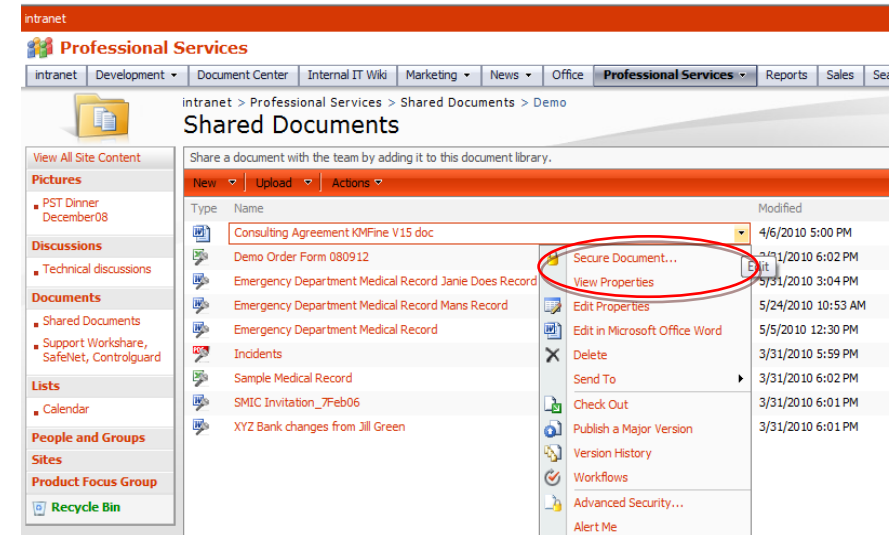
3. Secured eCollaboration

Microsoft SharePoint® is a web-based document management platform used by organizations throughout the world for sharing and collaborating information. Secured eCollaboration™ is an add-in for Microsoft SharePoint which will help you to secure and encrypt documents.

3.1 How to secure a document in a Microsoft SharePoint environment

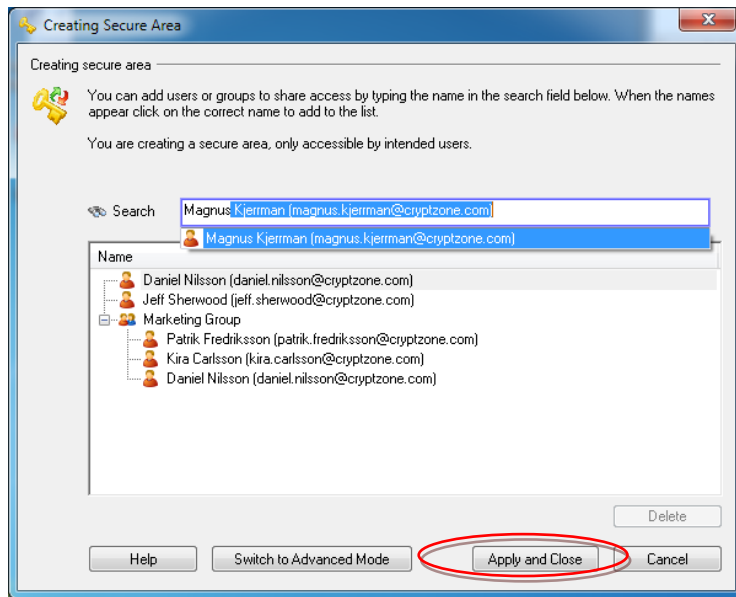
To secure a document, please follow the instructions below:

1. Expand the context menu for the document that you would like to secure.
2. Click on **Secure Document**.



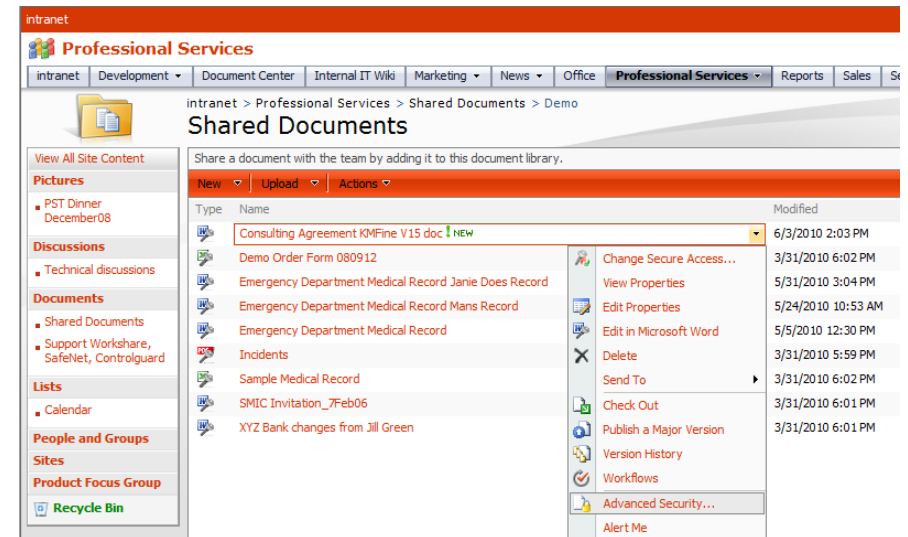
3. A wizard will start and you now have the opportunity to specify which colleagues should be able to access the file.
 - o To add a colleague type in his/her name and suggestions will automatically appear. Choose the appropriate suggestion.
 - o If you would like to add a group type in the group name and you will get suggestions. Choose the appropriate suggestion.

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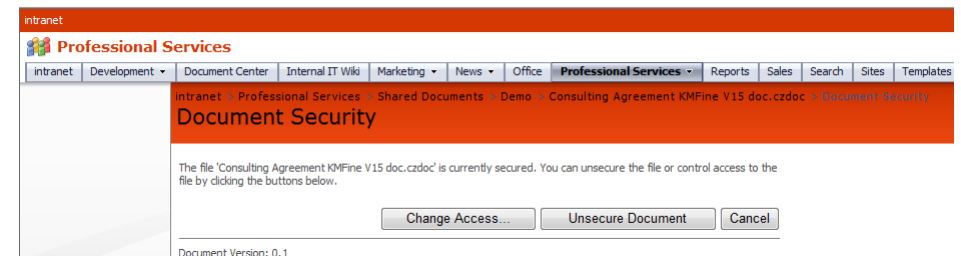


- When you have finished press **Apply and Close**. The document is now secured.

3.2 How to unsecure a document



- Expand the context menu for the document that you would like to unsecure.
- Choose the option **Advanced Security**.



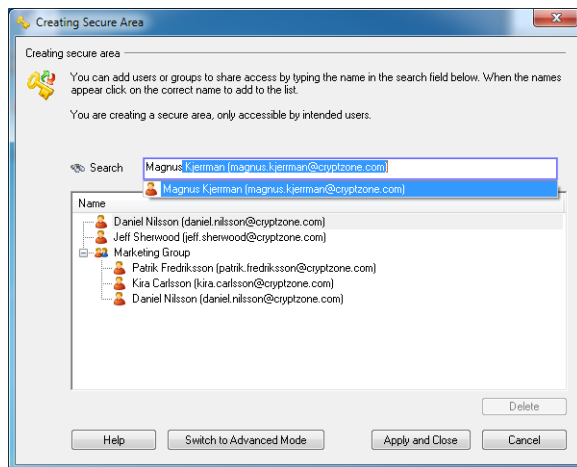
- A new page will be loaded. Now click on the **Unsecure Document** button and the document will be unsecured.

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3.3 How to change the access rights of a document

It is possible to change the users and groups who are able to access the secured document and all its copies at any time.

1. Expand the context menu for the document that you would like to change the access rights for.
2. Choose the option **Change Secure Access**.
3. The access management window will appear and you will now be able to see which users and groups have access to the secured file/folder.
 - a. To add a colleague type his/her name and suggestions will automatically appear. Choose the appropriate suggestion.
 - b. If you would like to add a group, type the group name and you will get suggestions. Choose the appropriate suggestion.
 - c. If you would like to remove a user or group simply select the user/group and click the **Delete** button.



4. When you have finished press **Apply and Close**.

4. Secured eMail

Secured eMail is software that enables you to send emails and attachments securely to any recipient.

4.1 How to send a secured email

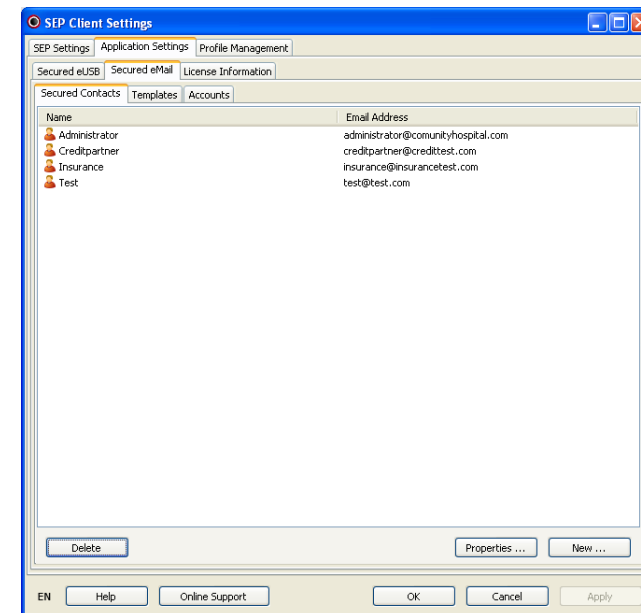
1. Create an email as you would normally do.
2. Press the **"Send secured"** button instead of the "Send" button.
3. A window will appear requiring confirmation of the recipient. If the recipient's details are OK then press **Next**.
4. You will be asked to create a "shared secret" for the recipient of the email. This is the password that the recipient will need to enter to open secured emails from you.
5. To complete the process you need to communicate the shared secret to the recipient. To communicate the shared secret, Secured eMail can automatically create a draft email or print out a fax coversheet, or you can call the recipient and tell them directly.

4.2 How to receive a secured email

1. Double click on the secured email that you have received.
2. If the email is sent from an internal sender, the email will open automatically. Otherwise, proceed to step 3.
3. Enter the shared secret previously communicated to you by the sender.
4. The secured email will open automatically.

4.3 How to manage your secured contacts and view shared secrets

1. From the Start menu navigate to: **All Programs – Cryptzone SEP Client – SEP Client Settings**.
2. The SEP Settings windows will appear. Go to the tab **Application Settings – Secured eMail – Secured Contacts**.



- **Delete contact** – To delete a secured contact select it and then press the **Delete** button.
- **View shared secret** - To view the shared secret of a contact simply double click the contact.