



DON'T RISK IT, MKRYPT IT.



**mkryptor allows you to easily send secure emails.
This Quick Start Guide will show you how.**

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Introduction

Thank you for using mkryptor. This quick-start guide will show you the basics to get up and running. It should take you around 5 minutes.

mkryptor works by asking the recipient some questions before they're allowed to see the contents of the email. These questions can be anything you like, but should be something the person already knows the answer to. We call these 'known facts', because they are facts that are known by the recipient.

Good examples of 'known facts' are:

- **Date of birth**
- **Telephone number**
- **Post Code**
- **Mother's maiden name**

Really though they could be anything you like. So long as it is something that you know and the recipient will know then it is good.

Sending messages to new recipients

The first time you send an encrypted message to a new address, you'll need to add some known facts for the address.

This is done at the same time as writing the message.

To add details for a new recipient, follow the steps below:

- 1. Start a new email message**
- 2. Address message to the recipient that you want to add to the database**
- 3. Write the message that you want to send them (anything you like)**
- 4. Go back to the top of the email and add the following text:**

fact question : fact answer

Where fact question is what you want to ask the recipient to prove their identity, and fact answer is the answer they need to provide.

Example:

```
##Phone Number: 020 71234 5678
##Post Code: EC2 7BB
```

Hi Simon,

This is a secure email message and only somebody that knows the details above (i.e., you) will be able to read it...

Continued Overleaf...

5. You can add as many of these 'known facts' as you like. Just remember to put only 1 fact on each line, and always begin with ##

6. It is recommended to add between 2 – 4 facts for each recipient.

The more facts you add, the more secure the message, but also the more difficult it is for the recipient to open it!

7. Hit send.

You're done! You only have to do that the first time that you want to send a message to that address.

mkryptor should send you an email back to confirm that it saved the facts successfully.

NOTE: The very first time that you send a message you'll need to set a password for your replies (to decrypt secure replies sent back to you). To do this simply add an extra fact at the top called ##MyPassword. E.g.

##MyPassword : aBcD1234

The password will be case sensitive, must be at least 8 characters long and contain uppercase, lowercase and numbers.

Once this is set it will be used for **all** you replies and you don't need to set it again.

Note: Spaces either side of the ## and the : are ignored, so it doesn't matter if you add them or not.

Sending messages to existing recipients

Once you've sent a secure message to an address, mkryptor will remember the known facts for that address, so you don't need to add them again.

To tell mkryptor to encrypt a message, this is all you need to do:

1. Write a normal email
2. At the top of the email add the following text

```
##encrypt
```
3. Send the email.

Example:

```
##encrypt  
Hello Mr Blogs,  
This is something confidential...
```

That really is all there is to it. mkryptor will see the ##encrypt tag and do all the hard work for you.

Note: If known facts for the address have not already been stored in the then mkryptor will send the message back to you, saying it couldn't find any known facts. In this case, just resend the message with facts in it (follow the procedure in **Sending messages to new recipients**).

Sending a normal (NOT secure) message

OK, this one is easy. Follow the procedure below:

- 1. Send an email**
- 2. There is no step 2, you're already done!**

As you can see, mkryptor does not interfere with your normal emails. Just carry on as normal.

Help and further reading

You can find other user guides and help documents on the fresh skies support website:

support.freshskies.com

At the support website, as well as guides you'll also find answers to your questions in the support forum and you can [contact the fresh skies support team](#).

Guide Updates

The latest version of this guide can be retrieved by scanning the below QR code, or by visiting <http://support.freshskies.com/customer/portal/articles/647003-user-guide>

