



*Documentation*

## **iQ.Suite PDFCrypt**

**Email Encryption with manually created  
User Passwords.**

**Access via Notes Client.**



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# 1 ,User Password' Category

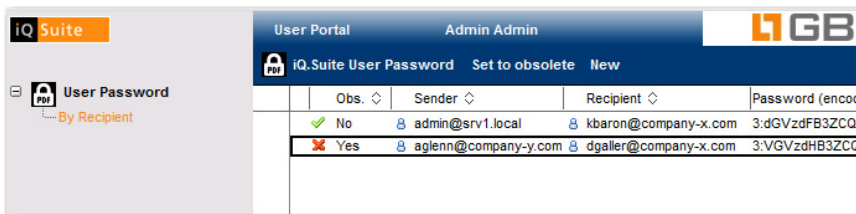
## 1.1 What are User Passwords?

The **User Password** category in the iQ.Suite User Portal allows you to manually create and manage recipient-specific passwords to be used to encrypt your emails with iQ.Suite PDFCrypt. The recipients can be personal Internet addresses or Internet domains.

Example of a use case:

You are the Sales employee “Anna Glenn” of *company-y* and want that all your emails to the customer “David Galler” (*dgaller@company-x.com*) are automatically encrypted with the fixed password “testPwd\$23”.

## 1.2 Functions in the iQ.Suite User Portal



In the BY RECIPIENT view, you can create passwords for your own user as the “sender” and see the following passwords:

- Passwords you have created for yourself as the sender.
- Passwords in which you are specified as an internal recipient.
- Passwords containing an asterisk (\*) in the ‘Recipient(s)’ field.
- Passwords created for your user by administrators via the iQ.Suite administration console – no matter whether you are specified as the sender or as a recipient.

If you additionally have the [PW-ACCESS] role, you are authorized to see all passwords of the user password database and to set them to “obsolete”.

Example:

	Obs. ▾	Sender ▾	Recipient ▾	Password (encoded) ▾
✓	No	admin@srv1.local	kbaron@company-x.com	3:dGVzdFB3ZCQyMw==
✗	Yes	aglenn@company-y.com	dgaller@company-x.com	3:VGZzdHB3ZCQyMw==

- **Obs.:** This column shows whether the password is obsolete (Yes) or not (No).
- **Password (encoded):** The passwords are displayed in an encrypted form.
- **NEW**  
Use this button to create a new password for your sender-recipient combination. Refer to [Creating User Passwords manually auf Seite 4.](#)
- **SET TO OBSOLETE**  
Use this button to set passwords to “obsolete”. Obsolete passwords are no longer used for encryption. Refer to [Setting User Passwords to 'obsolete' auf Seite 5.](#)

## 1.3 Creating User Passwords manually

To create a user password, proceed as follows:

1. Click on PDFCRYPT -> USER PASSWORD -> BY RECIPIENT -> NEW -> USER PASSWORD and make the following settings:

New password	
<b>PDFCrypt – Create User Password</b>	
Set password for sender-recipient combinations.	
Sender (Creator)	Admin Admin/LndTestOrg
Recipient(s) / Domain(s)	dgaller@company-x.com ▾
Password	testPwd\$23
Confirm password	testPwd\$23
<input checked="" type="checkbox"/> Show password	
Password complexity	Ignore complexity on manual password set <span style="float:right"><input type="radio"/> Yes <input checked="" type="radio"/> No</span>
Password length	<input type="text" value="10"/> <input checked="" type="checkbox"/> Upper case characters <input checked="" type="checkbox"/> Lower case characters <input checked="" type="checkbox"/> Numbers <input checked="" type="checkbox"/> Special characters
Excluded characters	<input type="text" value="!@01"/>

- **Sender (Creator):** This field is pre-filled with your user and it cannot be edited. You are authorized to create passwords only for yourself as the “sender”.
- **Recipient(s) / Domain(s):** Define for which recipients / domains the password entered below is to be used. Internet addresses or Internet domains are expected in this field.
 

To select a user or a domain from an address book, click on the arrow. If you want to enter several users/domains, repeat this procedure. If your entry does not contain the '@' character, it will be interpreted as a domain.



The recipients do not have to exist in an address book.

In case of a direct manual entry (not via an address book), use a separate line for each entry.

If you enter several recipients / domains, several sender-recipient combinations are created. In this case, a password entry is automatically created for every sender-recipient combination.

- **Password:** The password must be entered twice and can be displayed in clear text with the **Show password** option.

If the **password complexity** defined by your iQ.Suite administrator is not to be ignored, your password must meet this password complexity (password length, upper/lower case, numbers and special characters).

□ **Excluded characters:** Use this field to specify exceptions for the complexity options, i.e. characters which are *not* allowed to be used for the password. Example:

The password must contain upper case letters, but certain upper case letters are not allowed, for example 'O' and '0' (zero) because of possible confusion. Default: iloOIL01.

2. To confirm a password entry, click OK.



If the entered password does not meet the defined password complexity, a corresponding error message is displayed. Only if the password is displayed in clear text, details relative to the violation are given.

## 1.4 Displaying User Passwords in Clear Text

To display a password in unencrypted form (in clear text), double-click on the corresponding password entry.

## 1.5 Editing User Passwords

Existing password entries cannot be edited.

When a new password is created for an existing sender-recipient combination, the password used so far is automatically set to "obsolete".

## 1.6 Setting User Passwords to ,obsolete'

Select the passwords that should not be used anymore for encryption and click on the SET TO OBSOLETE button.

The obsolete password can further be used to decrypt the sent emails which have already been encrypted with the password which is now obsolete.