



State of Indiana, Department of Revenue
Electronic Taxpayer Service Center

How to Set Up PGP Software

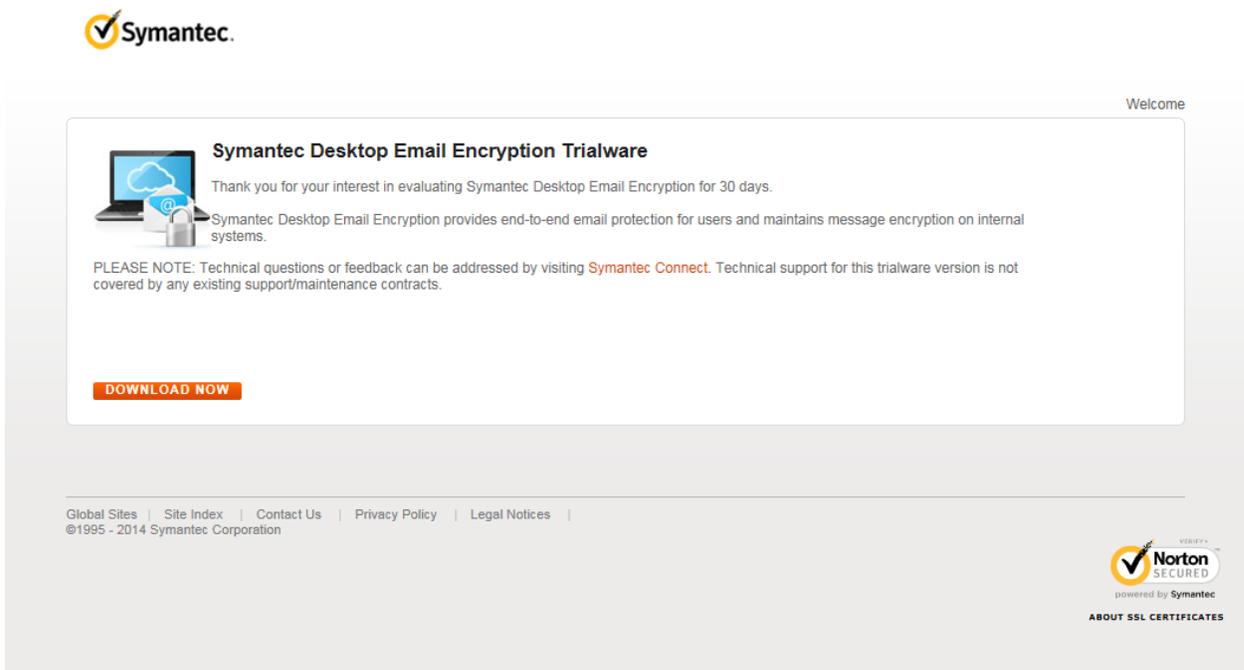
(Revised March 25, 2015)

How to Set Up PGP Software:

1. To download and install PGP software on your PC, click on link:
<http://www.symantec.com/desktop-email-encryption>

NOTE: Although this says “Email Encryption”, you will NOT use that feature of the product. Do not follow any instruction to encrypt any email.

2. Click on Download Now to download the software to your PC.



The screenshot shows the Symantec Desktop Email Encryption Trialware download page. At the top left is the Symantec logo. In the top right corner, the word "Welcome" is displayed. The main content area features a laptop icon with a cloud and a padlock, representing email encryption. The heading "Symantec Desktop Email Encryption Trialware" is followed by a thank-you message: "Thank you for your interest in evaluating Symantec Desktop Email Encryption for 30 days." Below this, a paragraph states: "Symantec Desktop Email Encryption provides end-to-end email protection for users and maintains message encryption on internal systems." A "PLEASE NOTE" section follows, indicating that technical questions or feedback should be addressed via Symantec Connect and that support for this trialware version is not covered by existing contracts. A prominent orange "DOWNLOAD NOW" button is located at the bottom of the main content area. The footer contains navigation links for "Global Sites", "Site Index", "Contact Us", "Privacy Policy", and "Legal Notices", along with the copyright notice "©1995 - 2014 Symantec Corporation". On the right side of the footer, there is a "Norton SECURED" logo with the text "powered by Symantec" and a link to "ABOUT SSL CERTIFICATES".

3. Click on the I Agree button.



Welcome

ELIGIBILITY EXPORT RESTRICTIONS

To download this software, you must agree to all of the following terms:

I am not a citizen, national or resident of, and am not under the control of, the government of Cuba, Iran, Sudan, Iraq, Libya, North Korea, Syria, nor any other country to which the United States has prohibited export. I will not download or otherwise export or re-export the Programs, directly or indirectly, to the above mentioned countries nor to citizens, nationals or residents of those countries. I am not listed on the United States Department of Treasury lists of Specially Designated Nationals, Specially Designated Terrorists, and Specially Designated Narcotic Traffickers, nor am I listed on the United States Department of Commerce Table of Denial Orders. I will not download or otherwise export or re-export the Programs, directly or indirectly, to persons on the above mentioned lists. I will not use the Programs for, and will not allow the Programs to be used for, any purposes prohibited by United States law, including, without limitation, for the development, design, manufacture or production of nuclear, chemical or biological weapons of mass destruction.

Terms and Conditions

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4. Fill out all the required information being requested by Symantec in order to use their free software that will encrypt your files. Click on Create Account when finished.

Welcome

SymAccount Login

SymAccount is Symantec's user account management application for Business customers. With a SymAccount, you have unlimited access to Symantec trialware, white papers, and other collateral.

Existing Users

Email/Username

Password

[Forgot your Password?](#)

LOGIN

Sign up Now : Create a new account

Email Address (?)

Password (?)
(Password must be 6 to 12 characters.)

Re-enter Password

CREATE ACCOUNT

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[ABOUT SSL CERTIFICATES](#)

5. Enter your name and info as required in the screen below. Click the submit button when completed.



Welcome [[Sign out](#)]

Contact Information

* Indicates required fields

* First Name	<input type="text"/>	* Address Line1	<input type="text"/>
* Last Name	<input type="text"/>	Address Line2	<input type="text"/>
* Title	<input type="text" value="Select One"/>	* City	<input type="text"/>
Title, if other	<input type="text"/>	* State or Province	<input type="text" value="Select One"/>
* Relationship with Symantec	<input type="text" value="Select One"/>	* Country	<input type="text" value="United States"/>
* Industry	<input type="text" value="Accounting"/> <input type="text" value="Computer Software and Har..."/> <input type="text" value="Consulting/Professional S..."/> <input type="text" value="Education"/>	* ZIP/Postal Code	<input type="text"/>
* Company	<input type="text"/>	* Telephone	<input type="text"/>
* Company Size	<input type="text" value="Select One"/>		

Environment

* How many servers do you have at your location?
 <10 11 - 25 26 - 100 101 - 500 500+

* Which Technologies are of interest to you?

<input type="checkbox"/> Application Performance Management	<input type="checkbox"/> Disaster Recovery	<input type="checkbox"/> High Availability	<input type="checkbox"/> Server Automation
<input type="checkbox"/> Storage Management	<input type="checkbox"/> Backup and Recovery	<input type="checkbox"/> Client Management	<input type="checkbox"/> Compliance
<input type="checkbox"/> Archiving	<input type="checkbox"/> Email & Messaging Security	<input type="checkbox"/> Network & Gateway Security	<input type="checkbox"/> Endpoint Protection
<input type="checkbox"/> Security Infrastructure	<input type="checkbox"/> Data Protection	<input type="checkbox"/> Endpoint Management	<input type="checkbox"/> Data Loss Prevention
<input type="checkbox"/> Other			

* Which operating system(s) do you use?

<input type="checkbox"/> HP-UX	<input type="checkbox"/> Linux	<input type="checkbox"/> Novell NetWare	<input type="checkbox"/> IBM AIX
<input type="checkbox"/> Solaris	<input type="checkbox"/> Windows 2000	<input type="checkbox"/> Windows 2003	<input type="checkbox"/> Windows XP
<input type="checkbox"/> Windows Vista	<input type="checkbox"/> Windows 7	<input type="checkbox"/> Windows Server 2008	<input type="checkbox"/> Mac OS
<input type="checkbox"/> VMware <input type="checkbox"/> Other			

* What database/applications are in use at your site?

<input type="checkbox"/> BEA WebLogic	<input type="checkbox"/> Clarify CRM	<input type="checkbox"/> DB2	<input type="checkbox"/> Informix
<input type="checkbox"/> JBoss	<input type="checkbox"/> Lotus Notes	<input type="checkbox"/> MS SQL Server	<input type="checkbox"/> MS Exchange
<input type="checkbox"/> MySQL	<input type="checkbox"/> Oracle Database	<input type="checkbox"/> Oracle CRM	<input type="checkbox"/> Oracle Application Server
<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> SAP	<input type="checkbox"/> SharePoint	<input type="checkbox"/> Sybase
<input type="checkbox"/> Siebel	<input type="checkbox"/> IBM Websphere	<input type="checkbox"/> Other	

Communication Options

How do you want Symantec to communicate with you?

<input type="checkbox"/> Symantec General Newsletter - Monthly overview of news interspersed with offers and promotions
<input type="checkbox"/> Technical Newsletter - Monthly overview of technical news, hints and tips
<input type="checkbox"/> Partner Newsletter - Monthly overview of news interspersed with offers and promotions for Symantec Partners
<input type="checkbox"/> Webcast Invitation
<input type="checkbox"/> Industry News

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6. Select the appropriate download for your PC. Our example follows downloading for Windows 7 running 64 bit software. (Select either download below for MAC or Windows).

Click Download Now.



SOFTWARE DOWNLOAD

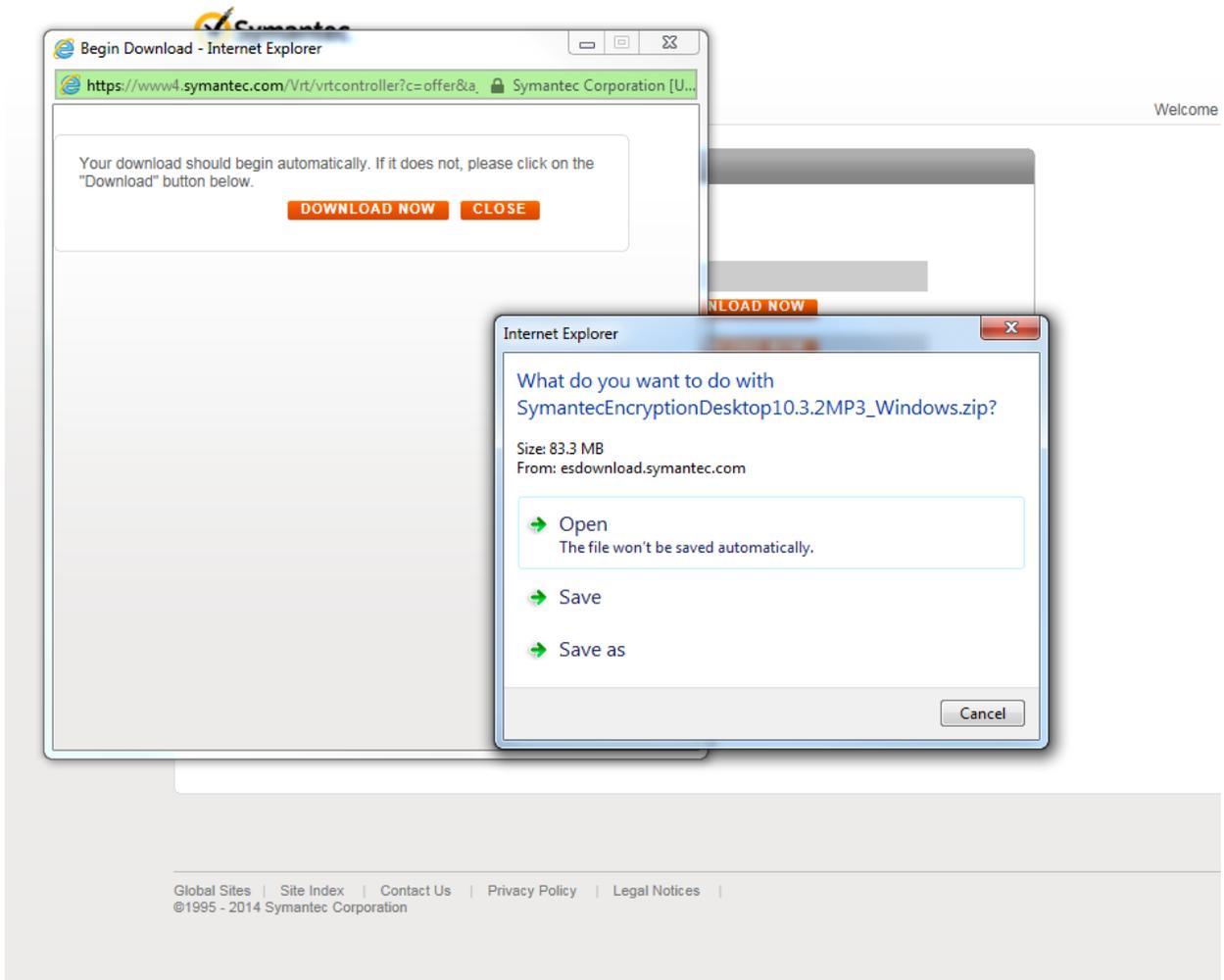
Symantec Encryption Desktop Corporate
Single File Download

File	Size	
Symantec Encryption Desktop Corporate 10.3.3 MP2 (Windows)	83 MB	DOWNLOAD NOW
Symantec Encryption Desktop Corporate 10.3.3 MP2 (Linux)	58 MB	DOWNLOAD NOW
Symantec Encryption Desktop Corporate 10.3.2 MP3 (MAC OSX)	28 MB	DOWNLOAD NOW
Symantec Encryption Management Server 3.3.2 MP3 (PUP)	1.6 GB	DOWNLOAD NOW
Symantec Encryption Management Server 3.3.2 MP3 (Full Zip)	1.7 GB	DOWNLOAD NOW
Symantec Drive Encryption Evaluation Guide (PDF)	929 KB	DOWNLOAD NOW
Symantec File Share Encryption Evaluation Guide (PDF)	1.05 MB	DOWNLOAD NOW
Symantec Desktop Client Email Encryption Evaluation Guide (PDF)	1.63 MB	DOWNLOAD NOW

Note: Using "Save Target As" may result in an access denied on the download
Problem downloading or need more information? Go to [Download Instruction](#)>>

[Other trialware products](#)

7. Double click on **Save**



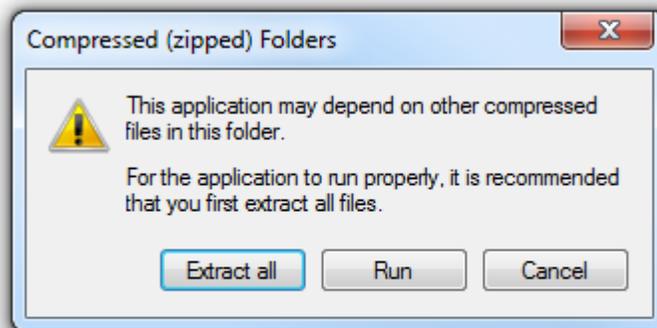
8. Once the file is saved to your PC – locate it as shown below in Windows Explorer. Double click on the Desktop file as shown below to display the contents.

Name	Date modified	Type	Size
desktop.ini	07/08/2014 9:03 AM	Configuration Sett...	1 KB
SymantecEncryptionDesktop10.3.2MP3_Windows.zip	10/29/2014 2:10 PM	Compressed (zipp...	85,381 KB
xml-schema-definition.zip	10/22/2014 9:50 AM	Compressed (zipp...	62 KB

9. The contents will show the EXE files. Double click on the file you need depending on whether you are running Win32 or Win64 bit versions of Windows.

Name	Type	Compressed size	Password ..
Documentation	File folder		
SymantecEncryptionDesktopWin32-10.3.2MP3.exe	Application	36,885 KB	No
SymantecEncryptionDesktopWin64-10.3.2MP3.exe	Application	47,579 KB	No

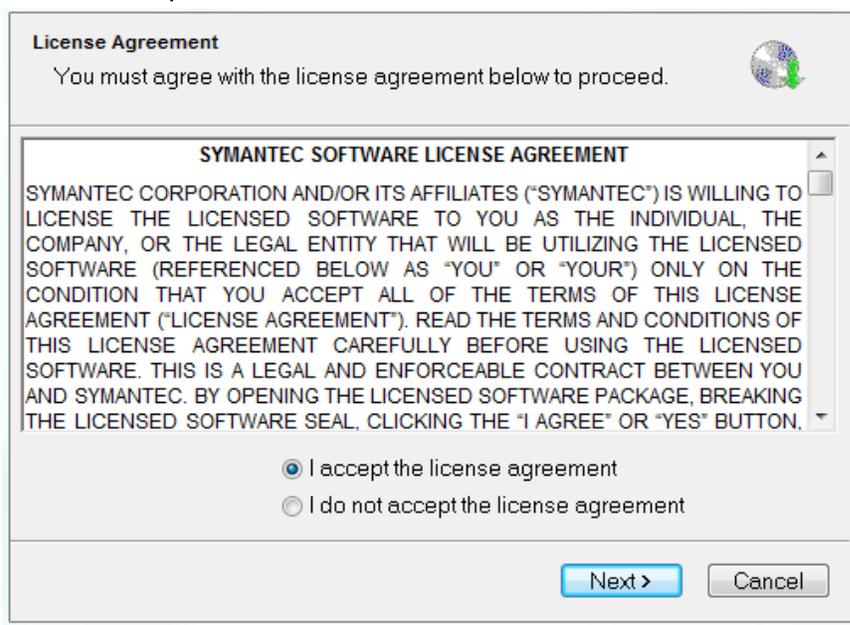
10. Click on the Run button.



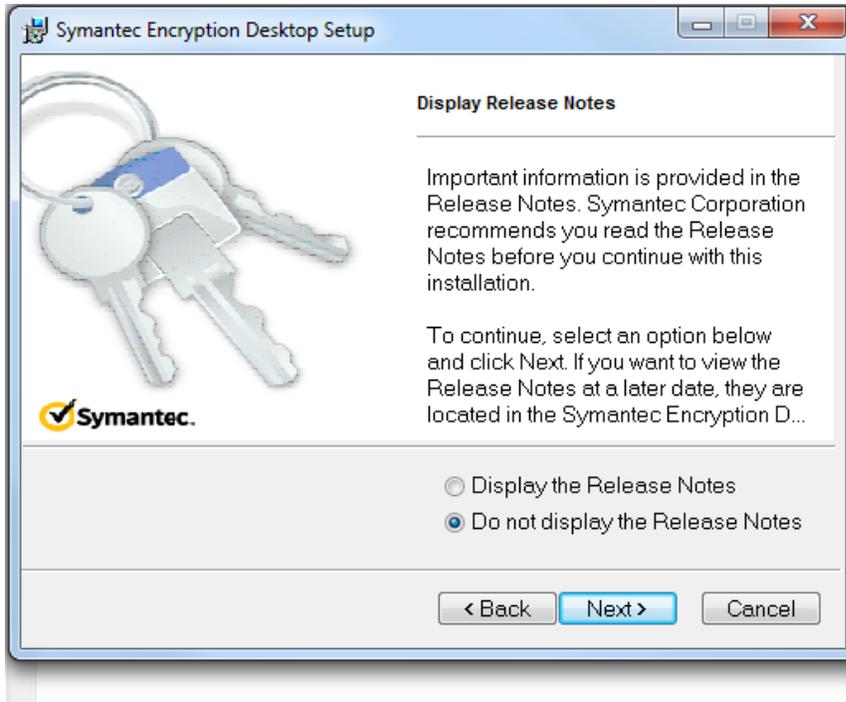
11. Select a language and click OK.



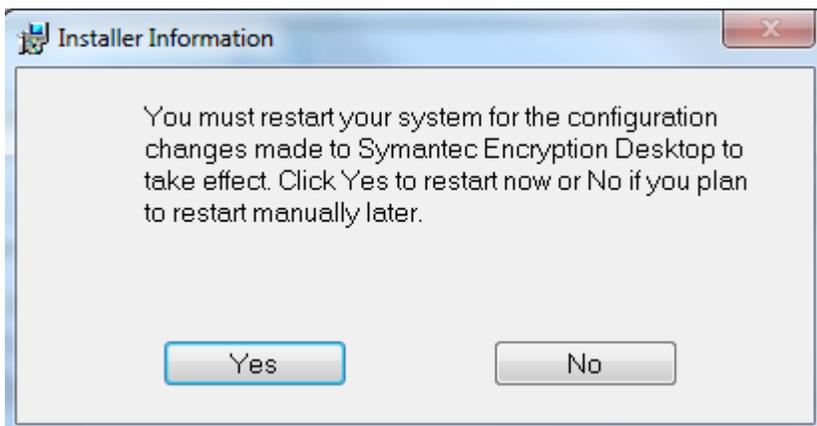
12. Select I accept and click the next button:



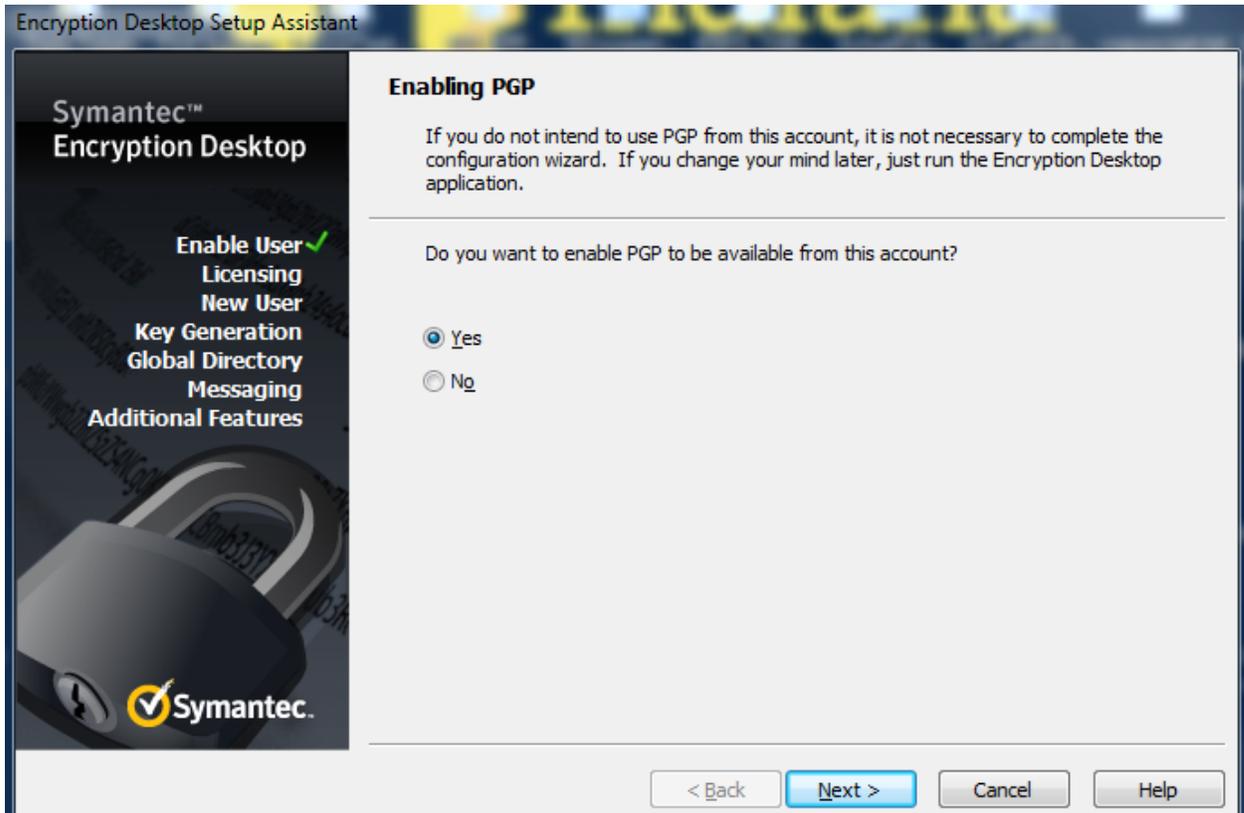
13. Click on the Next button.



14. Once the install is completed, you will need to restart your PC to access the software, as with many other programs. When ready, click on YES and allow your machine to restart. Once it restarts you can use the PGP software to create your encrypted file that you will send to the department.



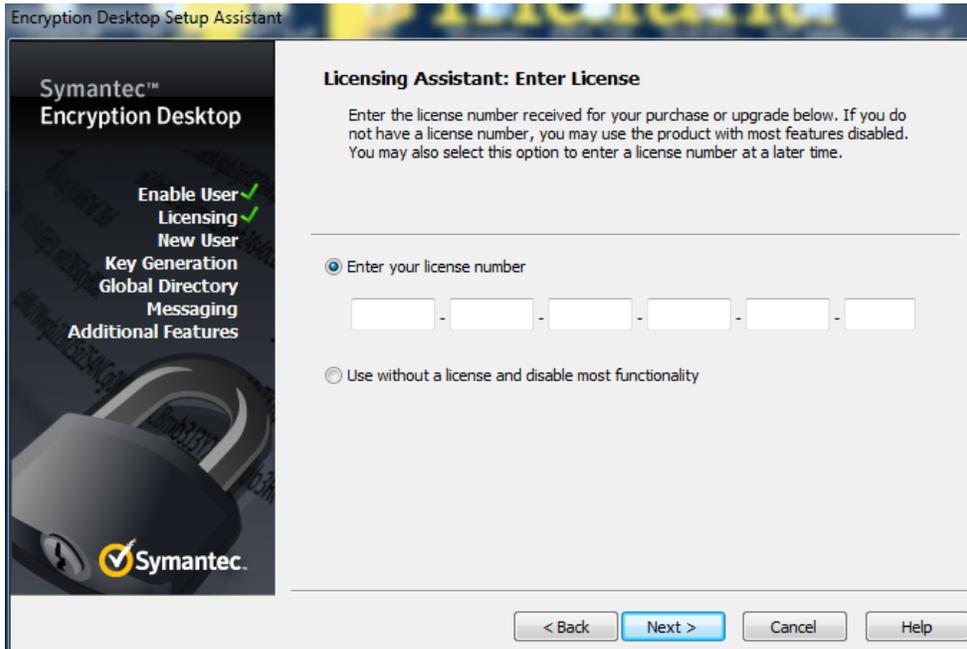
15. This completes the PGP encryption software installation. After your PC reboots you should see the following screen. After rebooting your PC, you are presented with this screen:



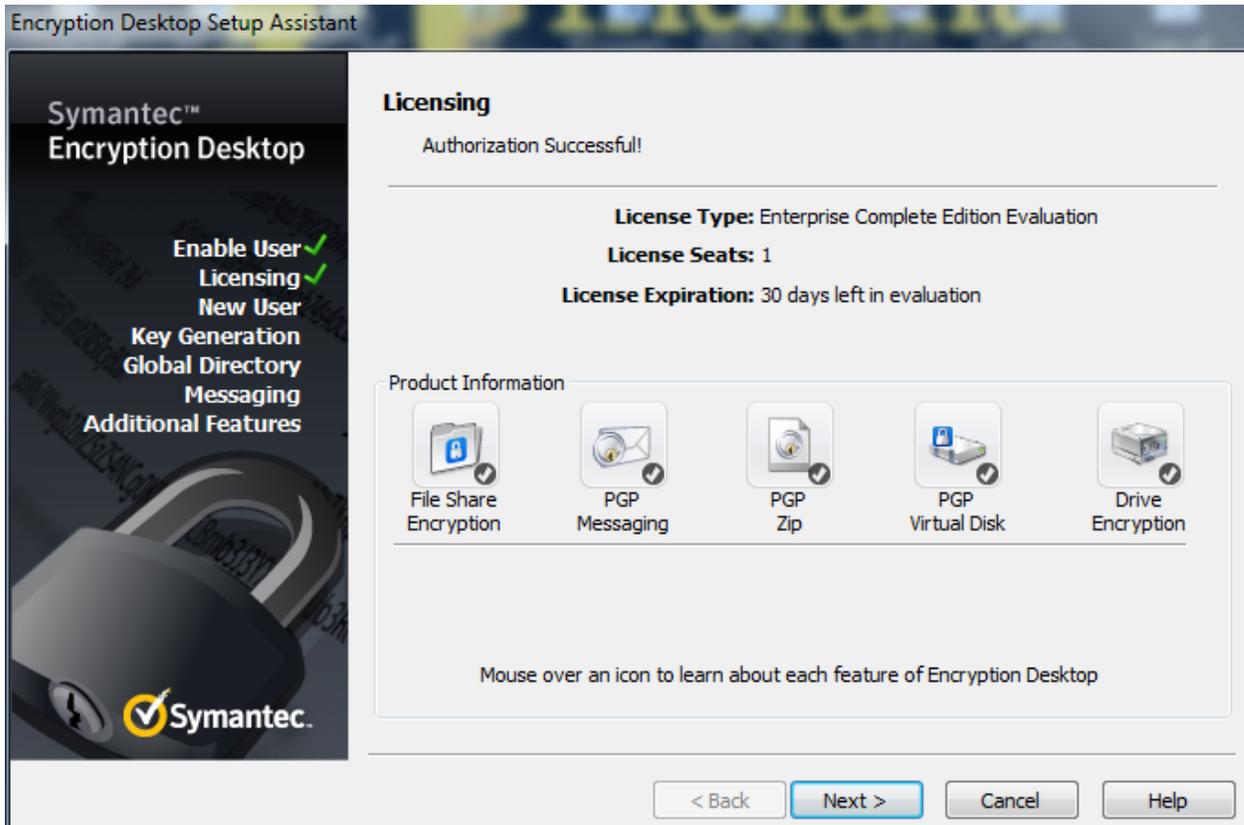
16. Enter the required information shown below and then click NEXT.

The screenshot shows the 'Encryption Desktop Setup Assistant' window. On the left, a sidebar lists the following options: 'Enable User' (checked with a green checkmark), 'Licensing' (checked with a green checkmark), 'New User', 'Key Generation', 'Global Directory', 'Messaging', and 'Additional Features'. Below the list is the Symantec logo. The main area is titled 'Licensing Assistant: Enable Licensed Functionality'. It contains a paragraph of text: 'The license number that enables the functionality of Encryption Desktop will be linked to the name, organization, and email address entered here. If you have previously used your license number, make sure to enter the same information as before.' Below this text are four input fields: 'Name:', 'Organization:', 'Email Address:', and 'Confirm Email Address:'. At the bottom right, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

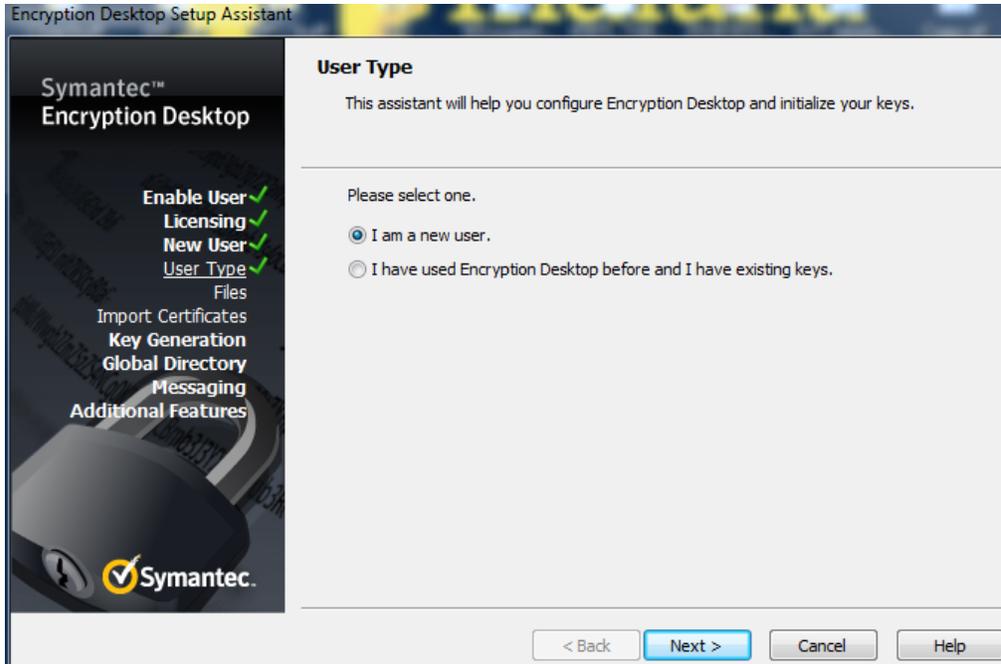
17. Symantec will send an email to the email address you provided when you downloaded the software. You will need to open that email that was sent to you to obtain the license number that will activate your software. After entering your license number, click the NEXT button.



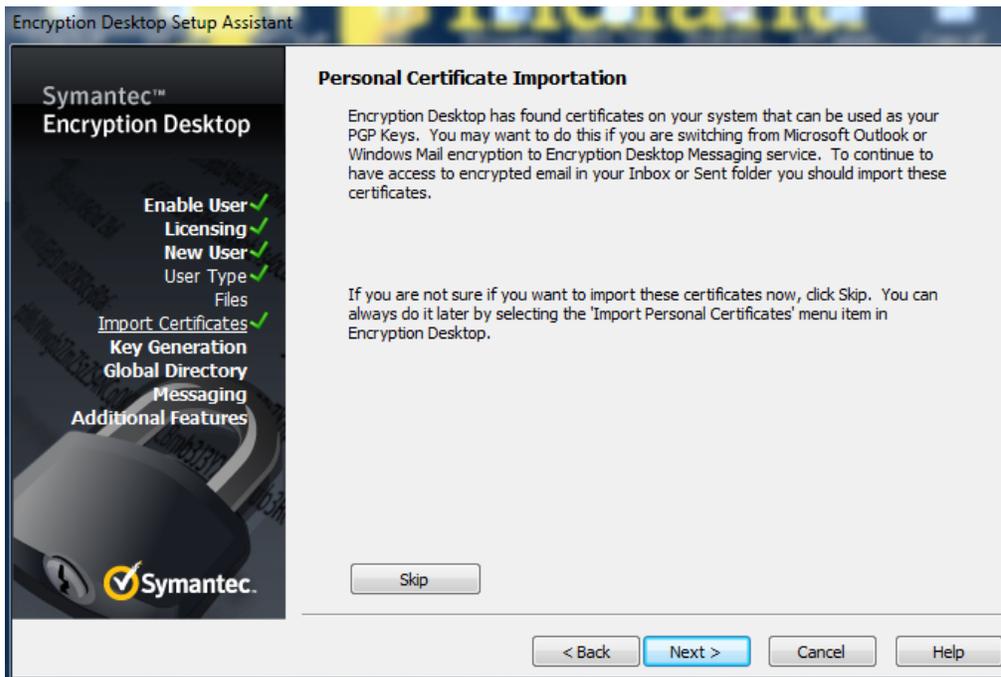
18. Do not be concerned with the 30 days notice, as this software will not actually expire. You may continue to use it past 30 days. Click the Next button to continue.



19. Select NEXT if you are a new user:



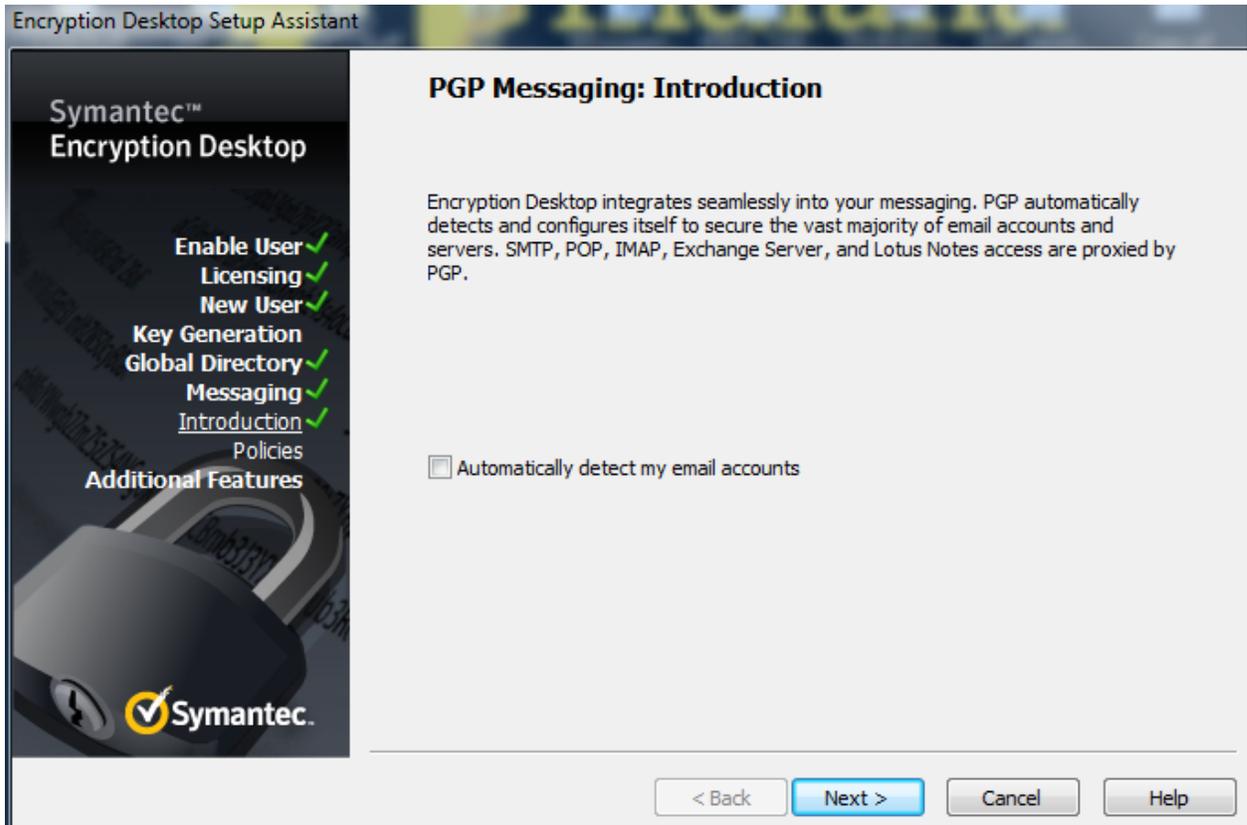
20. Select NEXT or SKIP as you wish.



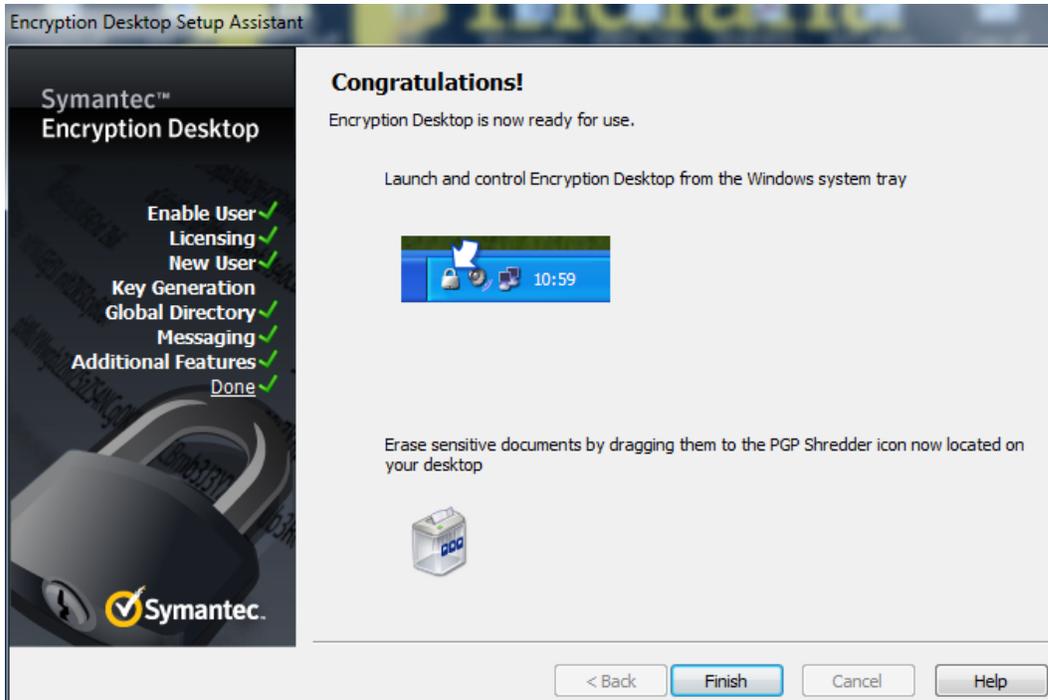
21. Click SKIP as you do not need to publish your key:



22. Uncheck the box below, as we will not be using email with this process. Click the NEXT button to continue.



23. You are now finished installing the encryption software on your PC. Click the FINISH button.



24. When you use this software, you will not have to open it to encrypt your files. The software will embed itself into your copy of Windows Explorer. Simply locate a file you want to encrypt, right click on it, and select "Add to new PGP zip file". Once you have an encrypted file, you can then send it to the department using the WinSCP program that you installed for that purpose.