

## GPG Key Expiry Date Update - Windows

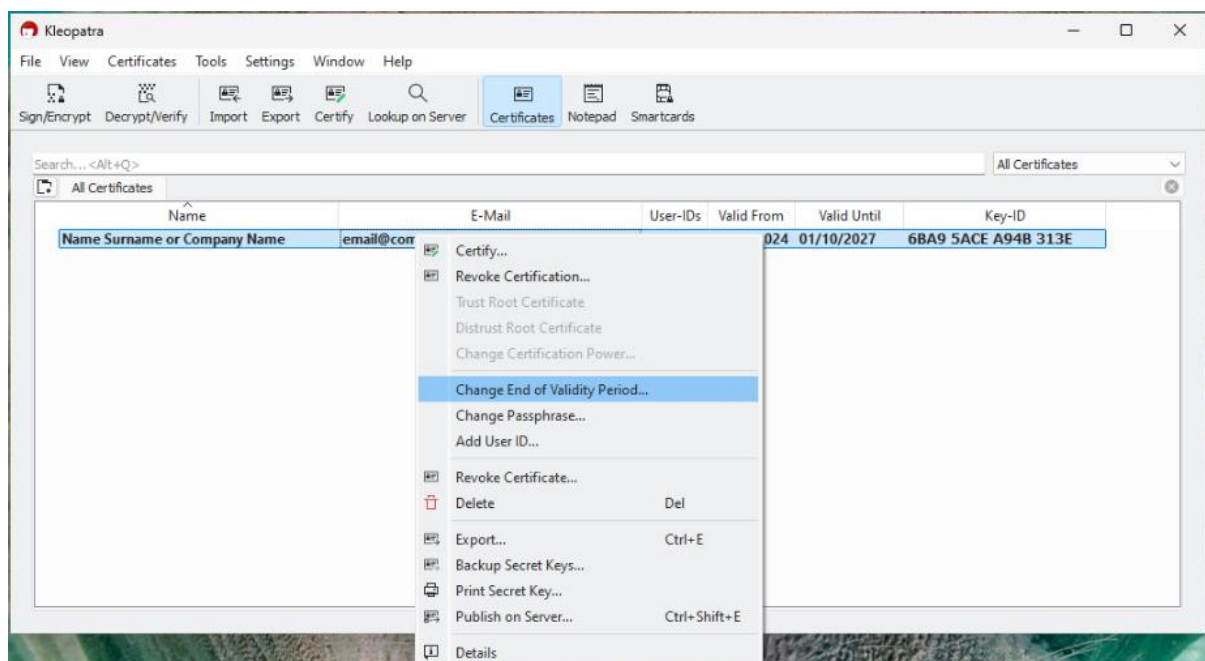
This guide has been created to assist customers with the GPG key renewal process for GPG keys that are due to expire and need updating. When an existing GPG key is due to expire, there are 2 possible options to renew:

**Option One** – The existing key is updated with a new expiry date and re-uploaded by Magrathea. The current key remains valid and it is just the date that is updated/extended. This is the simplest and recommended option. See below for the steps to take.

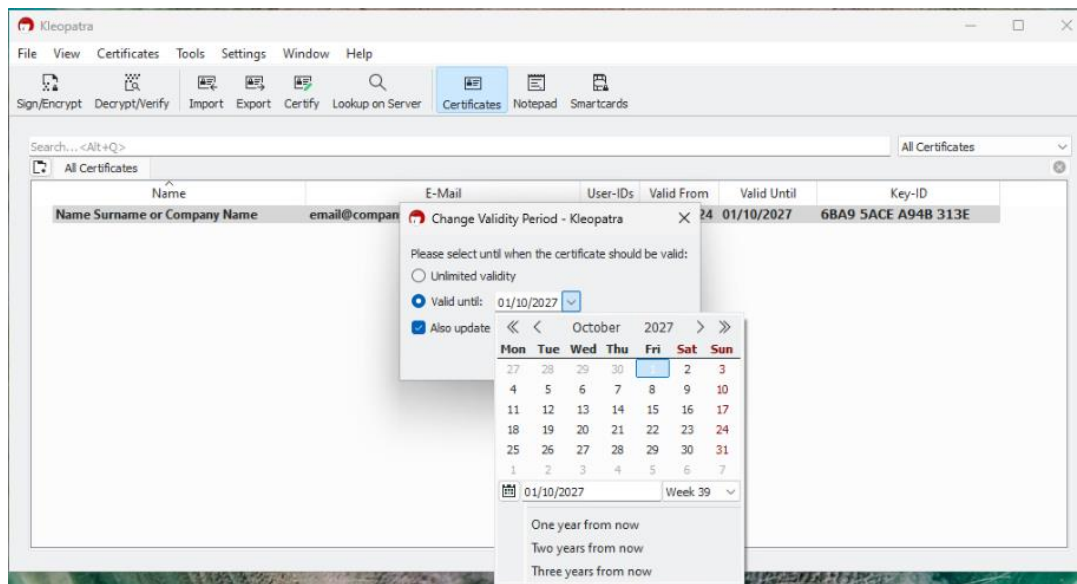
**Option Two** – This is only recommended when Option 1 is not possible. A brand-new key is generated and uploaded by Mag to overwrite the current one. NB This will mean that any files that may have been Downloaded and NOT DECRYPTED, will need to be regenerated as the **NEW KEY** will **NOT** have access to files - This is due to the older files being encrypted by Magrathea using the older key. If required please contact [support@magrathea-telecom.co.uk](mailto:support@magrathea-telecom.co.uk) for guidance on Option Two.

### Steps to follow for Option One:

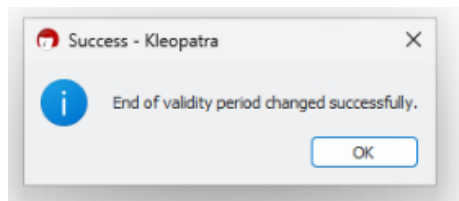
Firstly, open Kleopatra on the machine that the key is loaded onto. Once you've located the key/certificate that needs updating, right click and select the option to "Change End of Validity Period" in some older versions the wording maybe "Change Expiry Date".



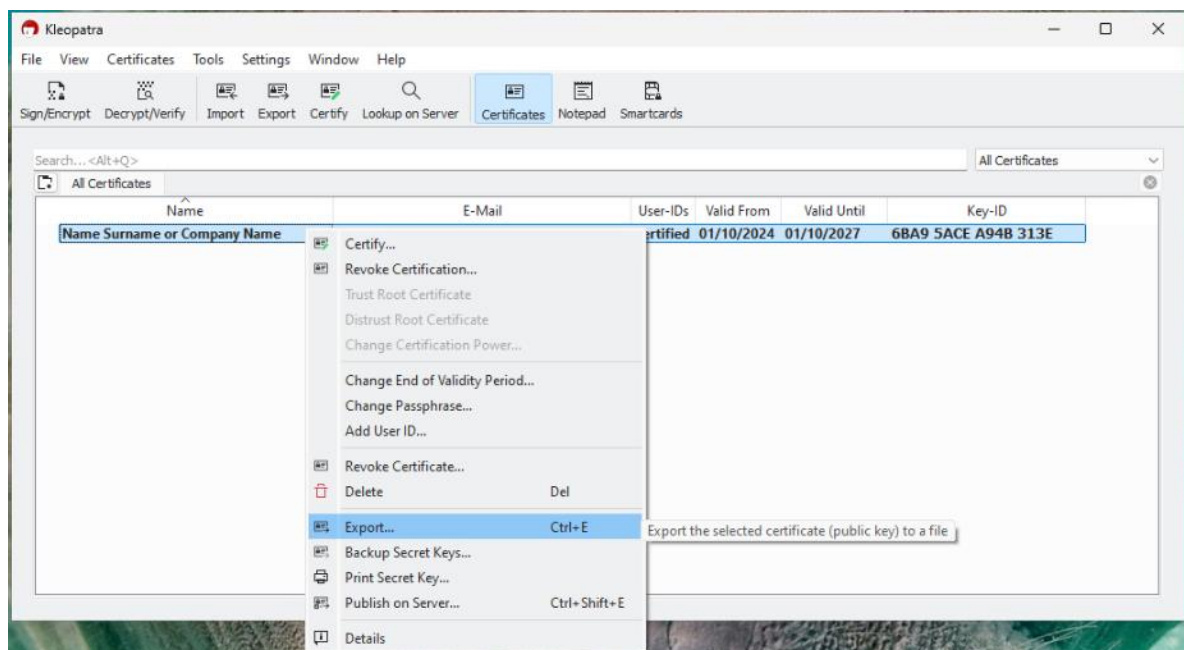
A window will pop up which will allow you to select a date for the key to expire.



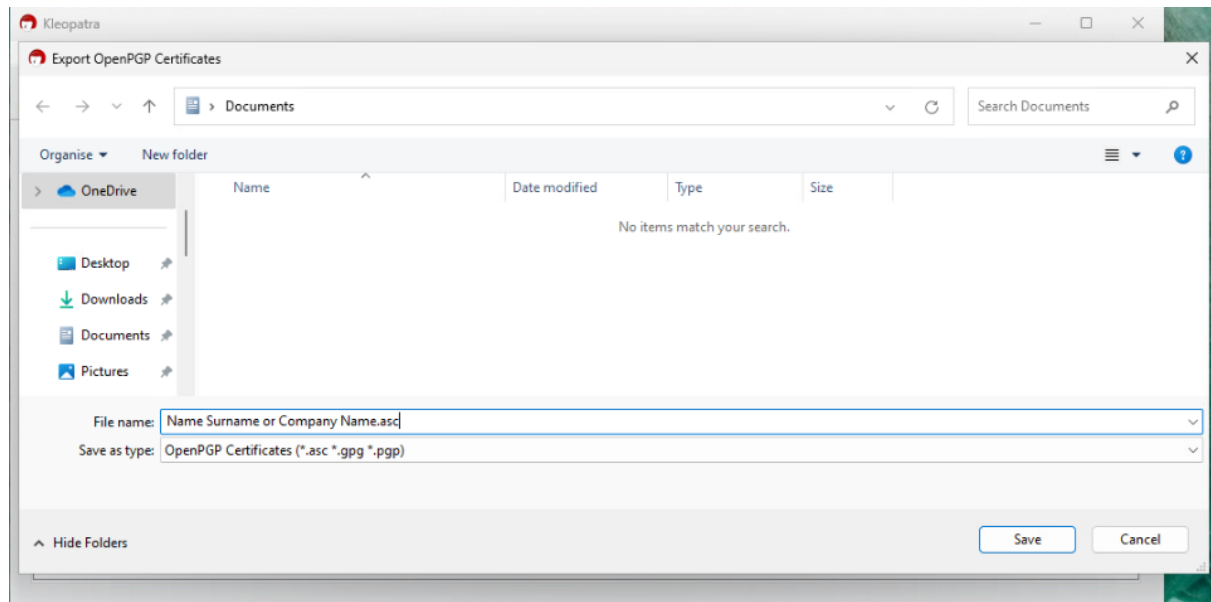
Once updated you should get a confirmation message:



The next step is to export the public key which will be sent to Magrathea via email. With the public key, Magrathea will be able to encrypt the FTP CDR files related to your account(s). In Kleopatra, select your key pair, click on the Export button at the top and save the public key file on known location.



Please ensure that the filename contains your company name.



The final step is to send the exported public key file to Magrathea via email to [support@magrathea-telecom.co.uk](mailto:support@magrathea-telecom.co.uk) following the guidelines:

Subject line: “*Customer name*” - GPG

Attach: (GPG Public key file)