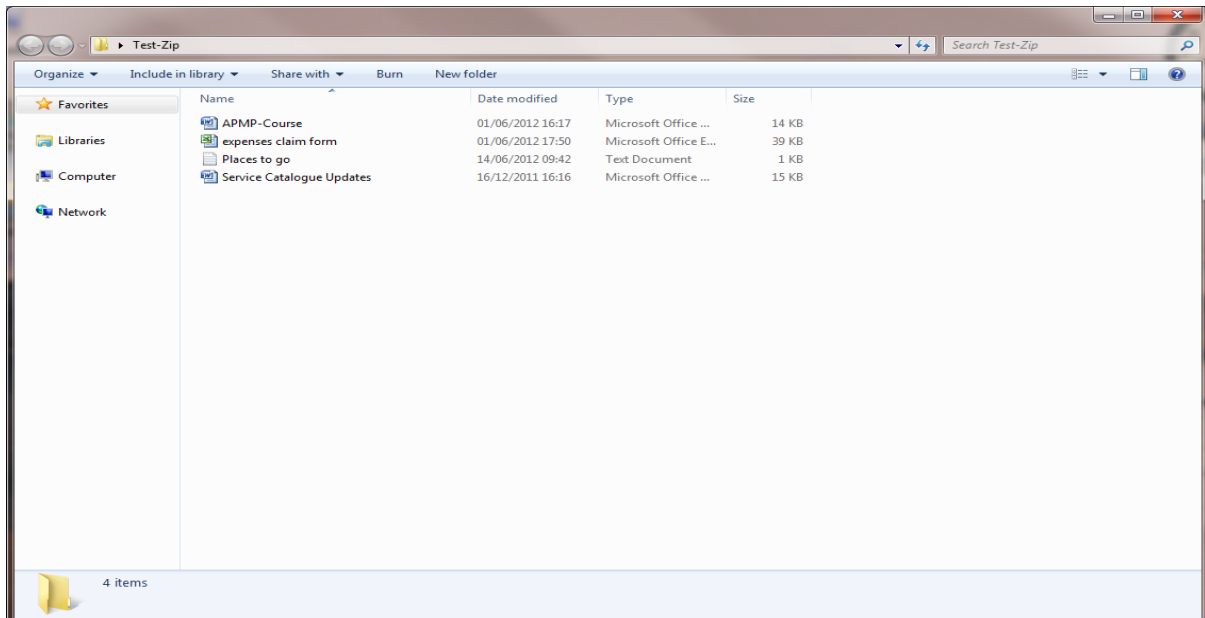
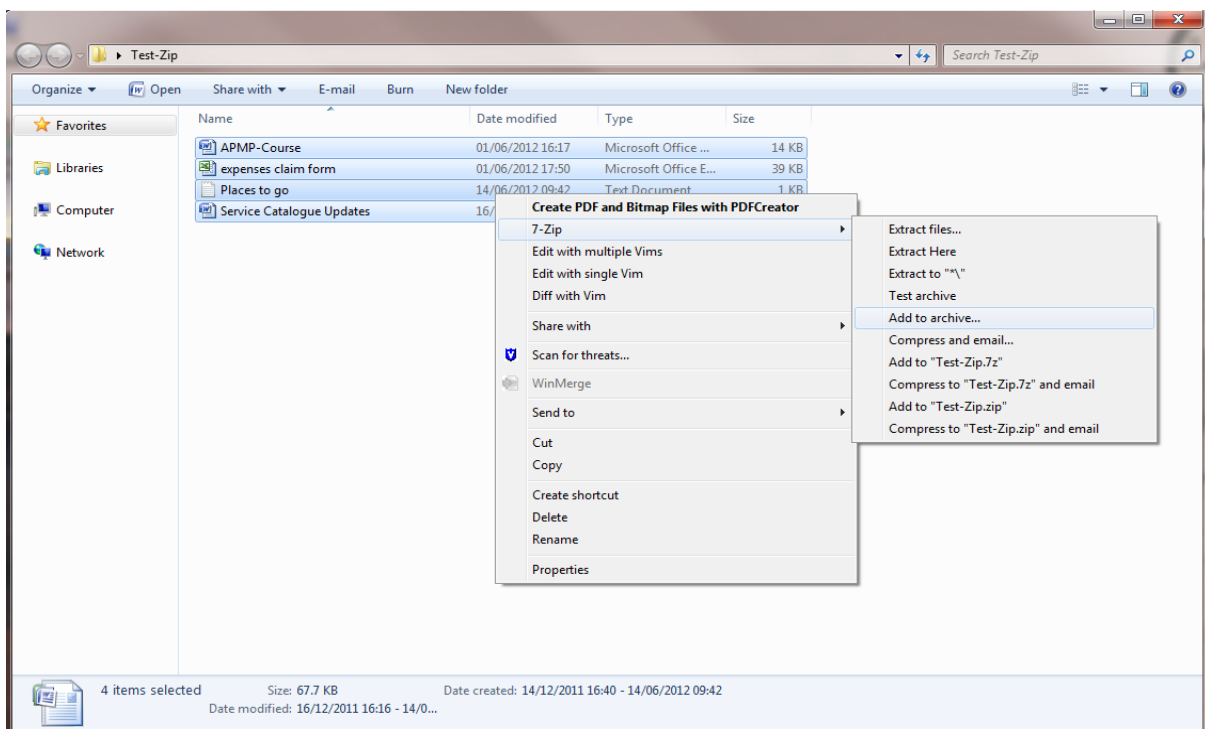


Guide to creating an Encrypted 7zip file

Open “My Computer” or “Computer” and browse to the folder containing the files you need to be zipped up.



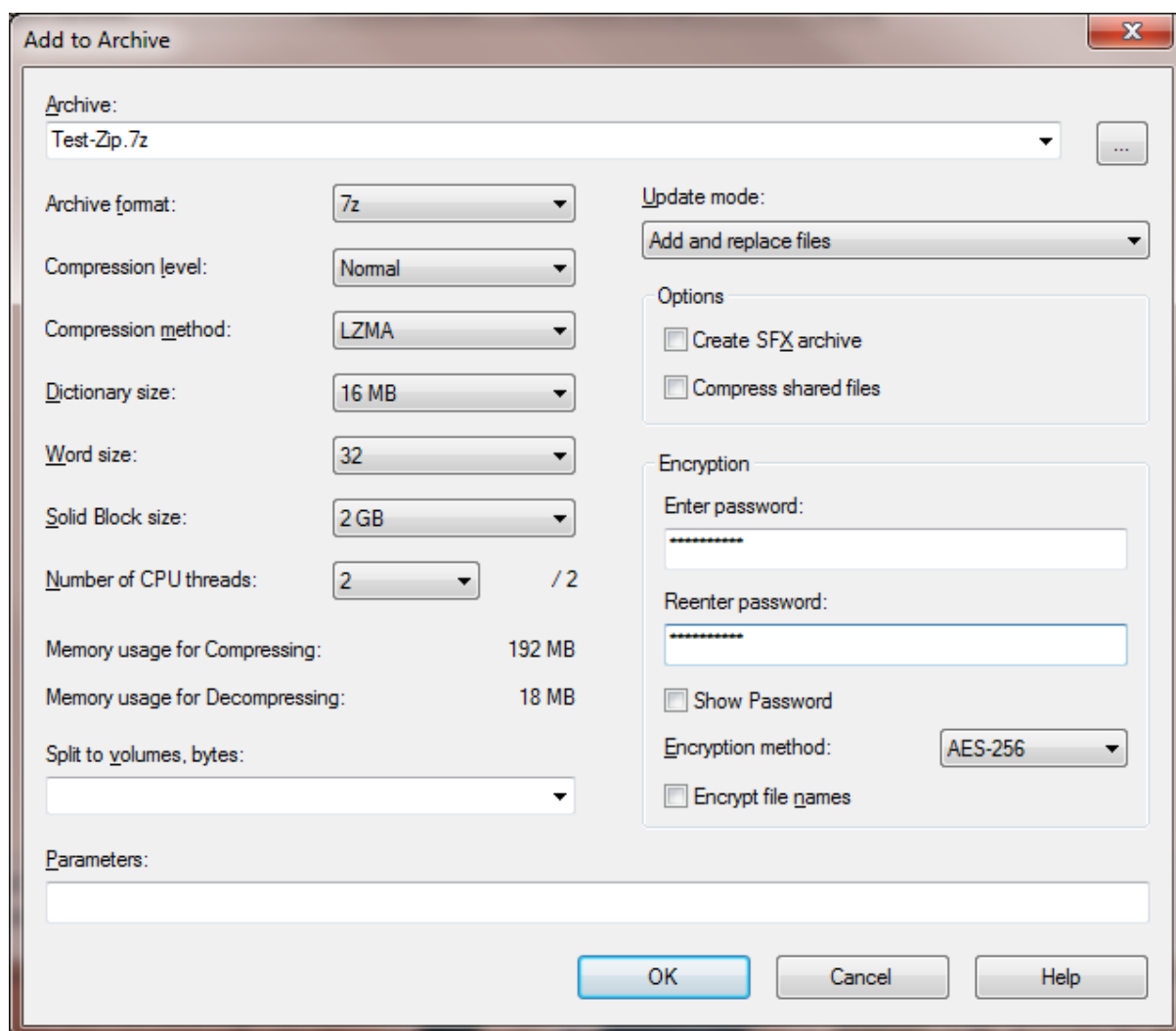
Select all of the documents and right-click on them and select 7-zip then “add to archive”.



An options box will appear as below. In the Encryption section (Bottom left-hand side) enter a password using a mix of upper and lower case characters and numbers. Re-enter the password using the same password as before. Please note that you should keep this password in a safe place until the requestor has successfully gained access to the files. See the guide on using password safe.

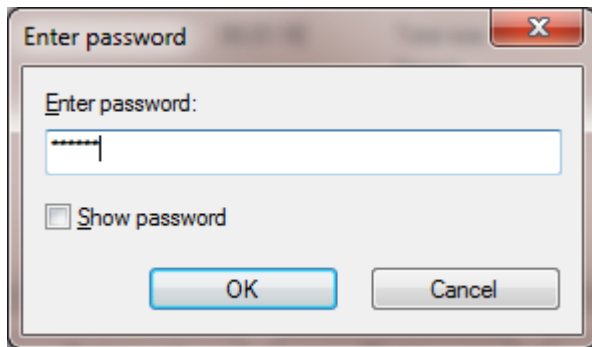
Ensure that the Encryption method is “AES-256” and that you click the option called “Encrypt file names”.

Click OK to complete the task.

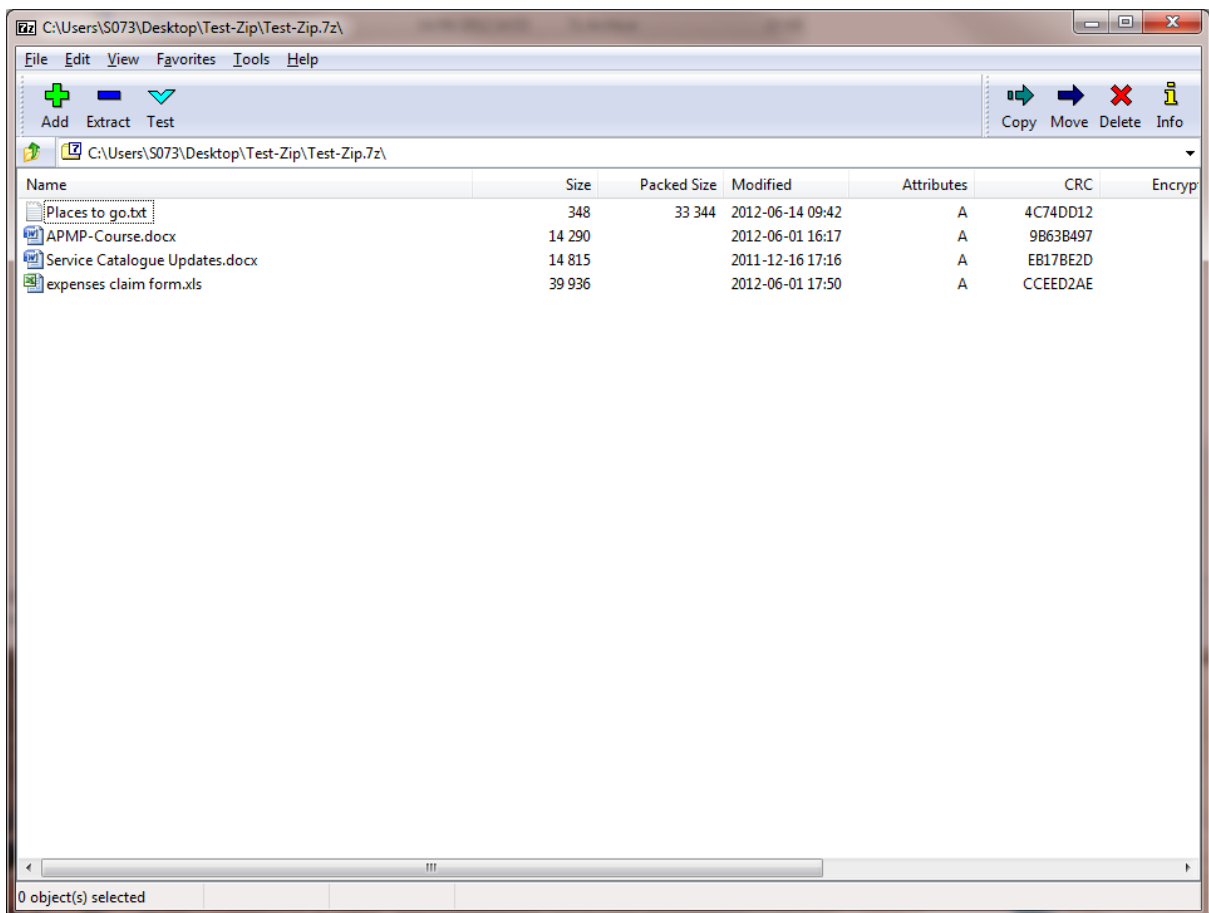


A zip file should now have been created. Before sending this file on check that you are able to access the files using the password you have set.

Double click the zipped file to open it. A box should appear asking you to enter a password as below.



Enter your password and click ok. Another box should appear listing the contents of the zipped file as below.



To access the files the user can double click on individual files and save them or select them (holding the shift key down click on the first and last file). Then click on the Extract button.

You will be prompted for a location to save the documents. Click on the button with three dots “...” and select a different folder if the default is not the preferred location.

