

How To

ENCRYPT files securely using 7Zip

Purpose

In order to secure that sensitive information, the file needs to be encrypted so that only authorized users can read the attachment. Encrypted files cannot be read without a special key, such as a password, which is used to authenticate the user.

*IT IS CRITICALLY IMPORTANT THAT THE KEY/PASSWORD IS NOT SHARED
WITH UNAUTHORIZED USERS.*

Prerequisites

7Zip must be installed on the computer before proceeding.

7Zip can be downloaded from this link: <https://www.7-zip.org/>.

Encrypting files in a password-protected 7Zip archive

- 1 Select the file or group of files you wish to encrypt.
- 2 Right Click on the file and hover over 7Zip.
- 3 In the menu, click on "Add to Archive".
- 4 In the popup window, name the Archive.
- 5 Under Encryption, enter the archive password and reenter it.
- 6 Click Ok.

Extracting files from a password-protected 7Zip archive

- 1 Select the file or group of files you wish to encrypt.
- 2 Right Click on the file and hover over 7Zip.
- 3 In the menu, click on "Open Archive".
- 4 Enter the password and click OK.
- 5 Select the file or files you wish to extract
- 6 Click the extract button
- 7 Select the destination folder
- 8 Click OK.

Adding files to an existing archive

- 1 Select the file or group of files you wish to encrypt.
- 2 Right Click on the file and hover over 7Zip.
- 3 In the menu, click on "Open Archive".
- 4 Enter the password and click OK.
- 5 Drag and drop the new file into the archive window.
- 6 In the Confirm File Copy prompt, click Yes.

Removing files from an existing archive

- 1 Select the file or group of files you wish to encrypt.
- 2 Right Click on the file and hover over 7Zip.
- 3 In the menu, click on "Open Archive".
- 4 Enter the password and click OK.
- 5 Select the file and click the Delete button.
- 6 In the Confirm File Delete prompt, click Yes.

Caution!

7Zip will only copy a file to an archive, so be sure to delete the original after you encrypt the archive.

BE SURE TO TEST THE INTEGRITY OF YOUR ARCHIVE BEFORE DELETING ANY IMPORTANT FILES BY EXTRACTING IT FROM THE ARCHIVE AND OPENING THE FILE TO TEST ITS INTEGRITY.

There is no easy way to open the password-protected archive if you lose the password.