

# 7-Zip User Instructions

- For users that do not have the WinZip file compressor, they will need to download 7-Zip
- The user will need to follow the link listed below to download:

<http://www.7-zip.org/>

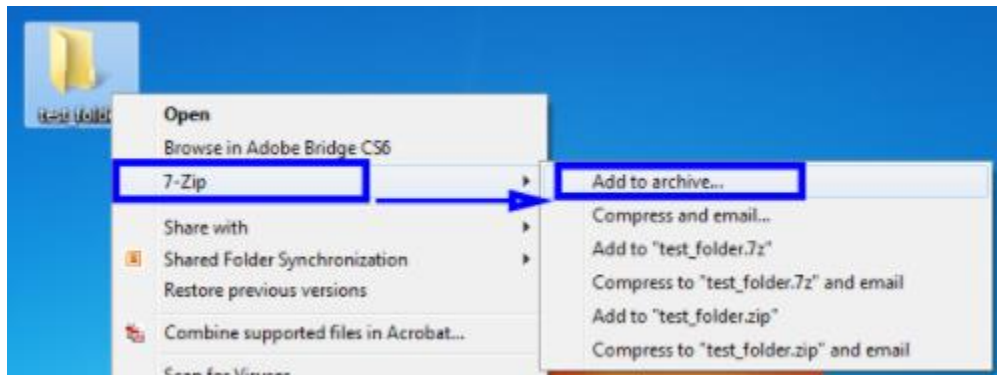
- Next, the user will click the blue download link off the website that is highlighted below:

**7-Zip** is a file archiver with a high compression ratio.

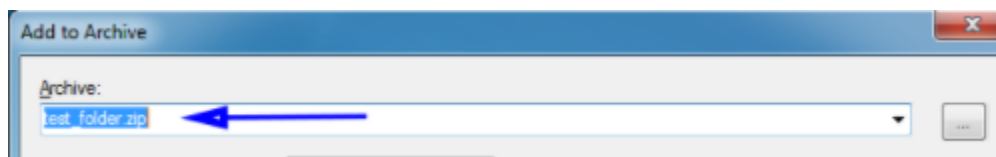
**Download 7-Zip 16.04 (2016-10-04) for Windows:**

Link	Type	Windows	Size
<a href="#">Download</a>	.exe	32-bit x86	1 MB
<a href="#">Download</a>	.exe	64-bit x64	1 MB

- Step 1: Right click on the file/folder to be encrypted
- Step 2: Select “7-Zip” then “Add to archive...”

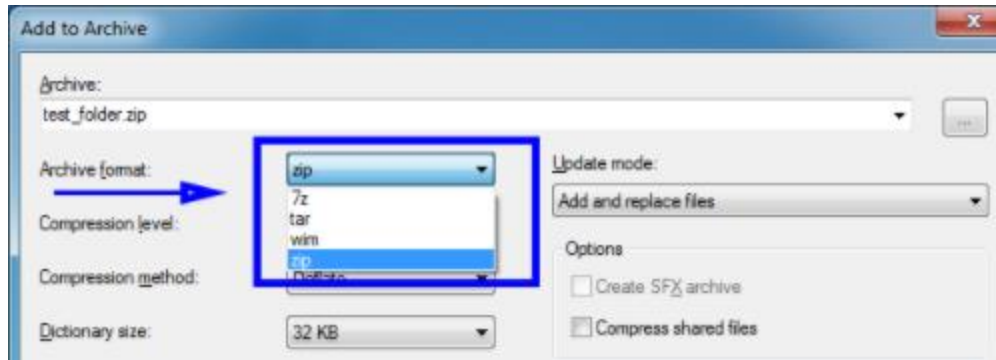


- Step 3: In the Add to Archive window, change the name of the archive you wish to create:



- Step 4: Change the Archive format to “Zip”

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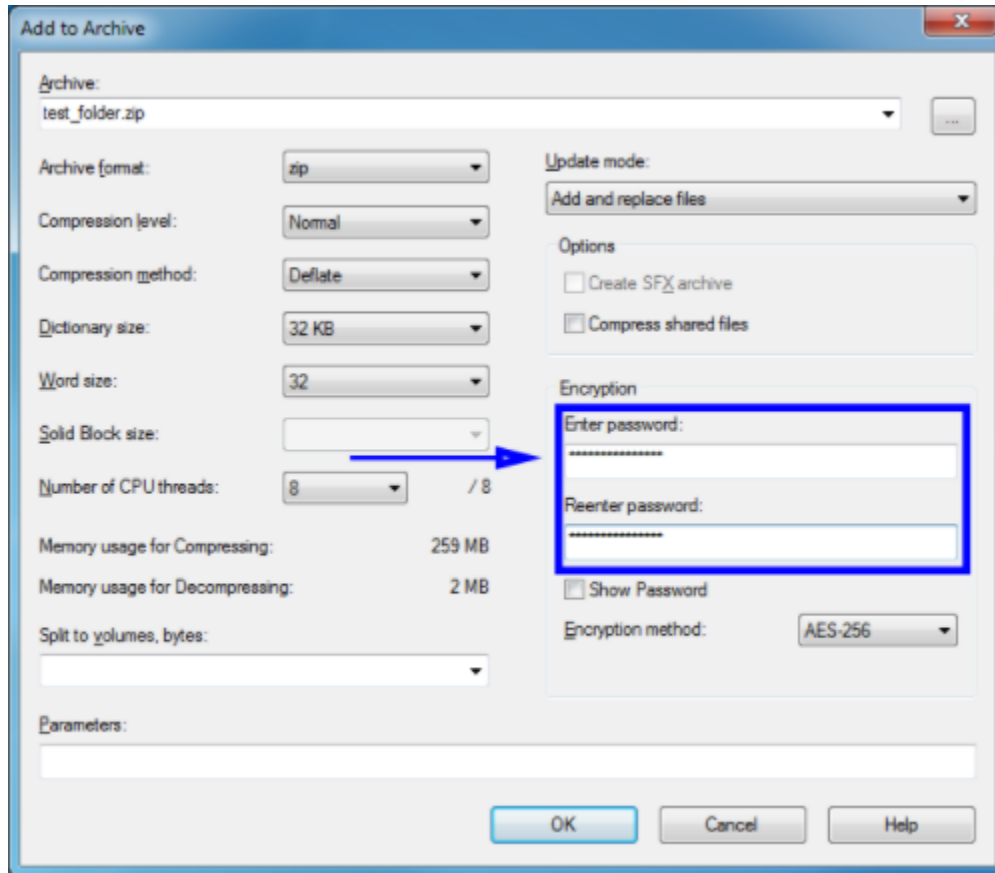
- Step 5: Change the Encryption Method to “AES-256”



\*\*It is strongly recommended to use AES-256 to protect sensitive and confidential data.

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- Step 6: Enter the password we emailed you (in the SEPARATE email) in both password fields below.



- Step 7: Select "OK" to create the encrypted archive file. \*\*The new archive file will be located in the same folder as the original.

**PLEASE REFER BACK TO THE EMAIL TO FINISH SENDING THIS ENCRYPTED FILE!**