



7-Zip to Encrypt Email Attachments

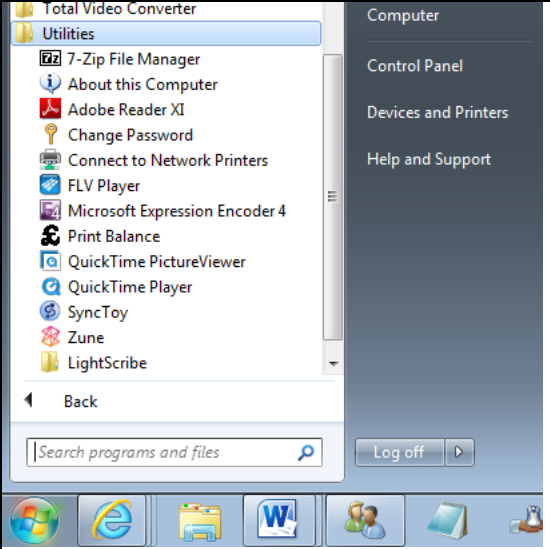
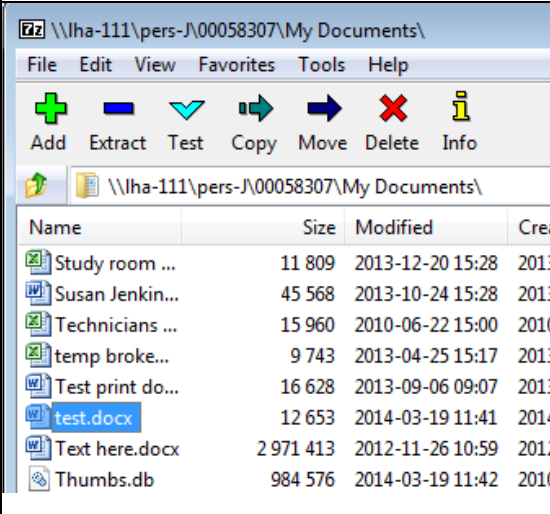
You can use 7-Zip to send one or more files in encrypted form.

Please Note: 256 bit is recommended (**AES-256 is set as default**)

Please Note: Do not use your UCLan network password for the 7-Zip archive file. Choose something completely different.

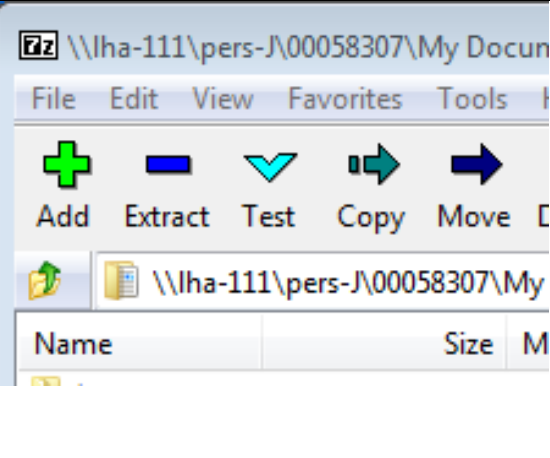
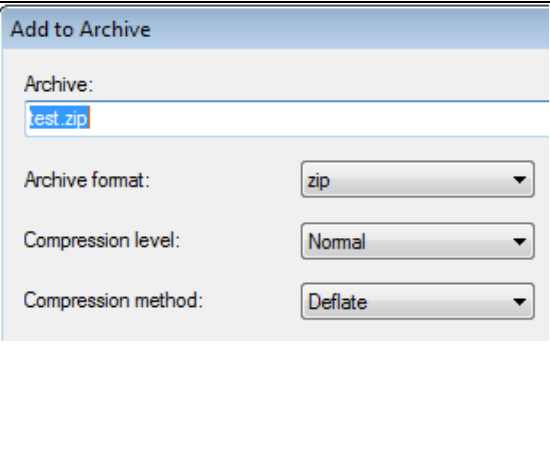
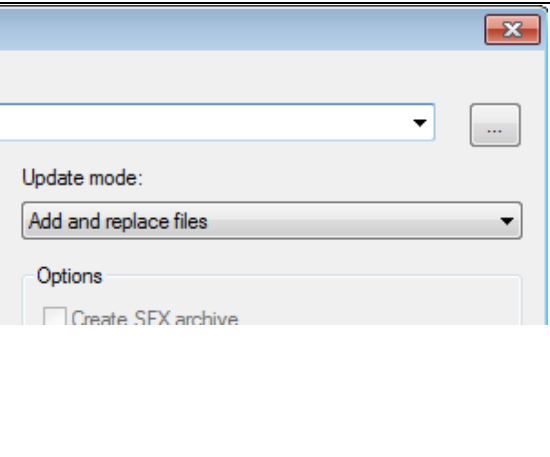
We recommend you send the archive file as an attachment to the recipient. Then ask the recipient to contact you for the password, so remember to supply your contact telephone number/numbers.

Please Note: Do **not** send the password in the email with the attachment

<p>1. Select 7-Zip from the Start>All Programs>Utilities menu</p>																																					
<p>2. Locate your file</p> <p>Please Note: to select more than one file use the CTRL key and left click</p>	 <table border="1"><thead><tr><th>Name</th><th>Size</th><th>Modified</th><th>Created</th></tr></thead><tbody><tr><td>Study room ...</td><td>11 809</td><td>2013-12-20 15:28</td><td>2013</td></tr><tr><td>Susan Jenkin...</td><td>45 568</td><td>2013-10-24 15:28</td><td>2013</td></tr><tr><td>Technicians ...</td><td>15 960</td><td>2010-06-22 15:00</td><td>2010</td></tr><tr><td>temp broke...</td><td>9 743</td><td>2013-04-25 15:17</td><td>2013</td></tr><tr><td>Test print do...</td><td>16 628</td><td>2013-09-06 09:07</td><td>2013</td></tr><tr><td>test.docx</td><td>12 653</td><td>2014-03-19 11:41</td><td>2014</td></tr><tr><td>Text here.docx</td><td>2 971 413</td><td>2012-11-26 10:59</td><td>2012</td></tr><tr><td>Thumbs.db</td><td>984 576</td><td>2014-03-19 11:42</td><td>2010</td></tr></tbody></table>	Name	Size	Modified	Created	Study room ...	11 809	2013-12-20 15:28	2013	Susan Jenkin...	45 568	2013-10-24 15:28	2013	Technicians ...	15 960	2010-06-22 15:00	2010	temp broke...	9 743	2013-04-25 15:17	2013	Test print do...	16 628	2013-09-06 09:07	2013	test.docx	12 653	2014-03-19 11:41	2014	Text here.docx	2 971 413	2012-11-26 10:59	2012	Thumbs.db	984 576	2014-03-19 11:42	2010
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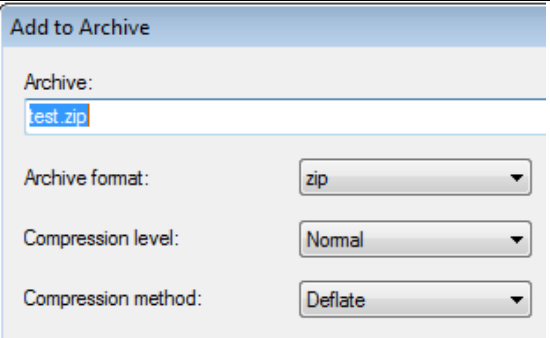
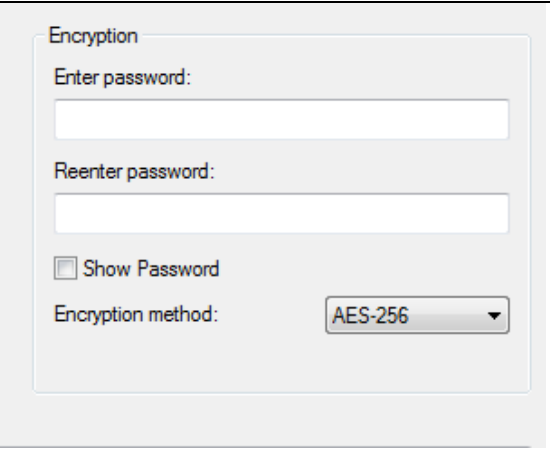
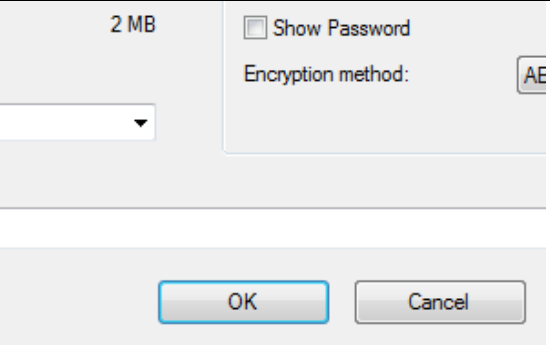


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<p>3. Select the Add button to create a new archive</p>	
<p>4. Type a name for the archive file in the Archive box</p>	
<p>5. Select the ... button to select where you want to save the archived file.</p> <p>Please Note: By default it is saved to the selected file's current location</p>	

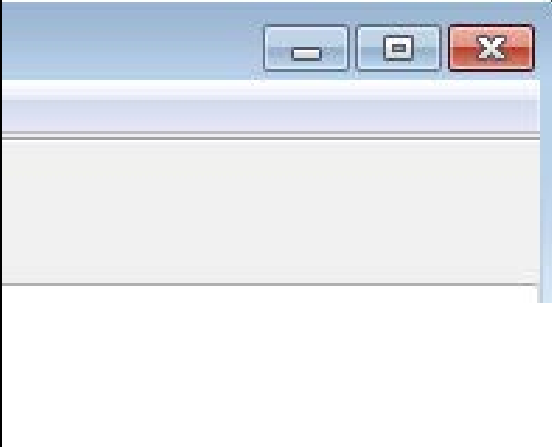
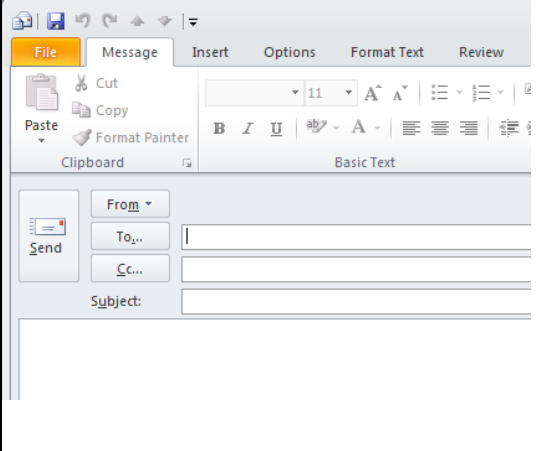
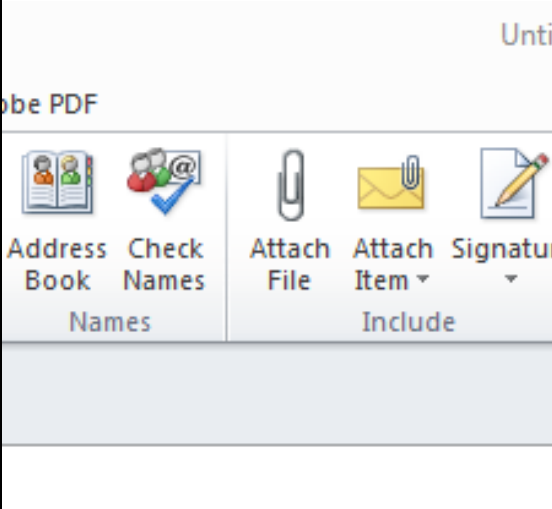


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<p>6. File Format should be zip</p>	
<p>7. Enter the password into the Enter password box</p> <p>8. Retype your password into the Reenter password box</p> <p>9. Encryption method should be AES-256</p>	
<p>10. Select OK</p>	



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<p>11. Close 7-Zip</p>	
<p>12. Create your email message</p>	
<p>13. Select the Attach button</p>	



7-Zip to Encrypt Email Attachments

14. Locate and attach your archive file to the email, include your contact details in the message and send

Please Note: Do **not** send the password in the email with the attachment. We recommend you send the archive file as an attachment to the recipient. Then ask the recipient to contact you for the password, so remember to supply your contact telephone number/numbers.

