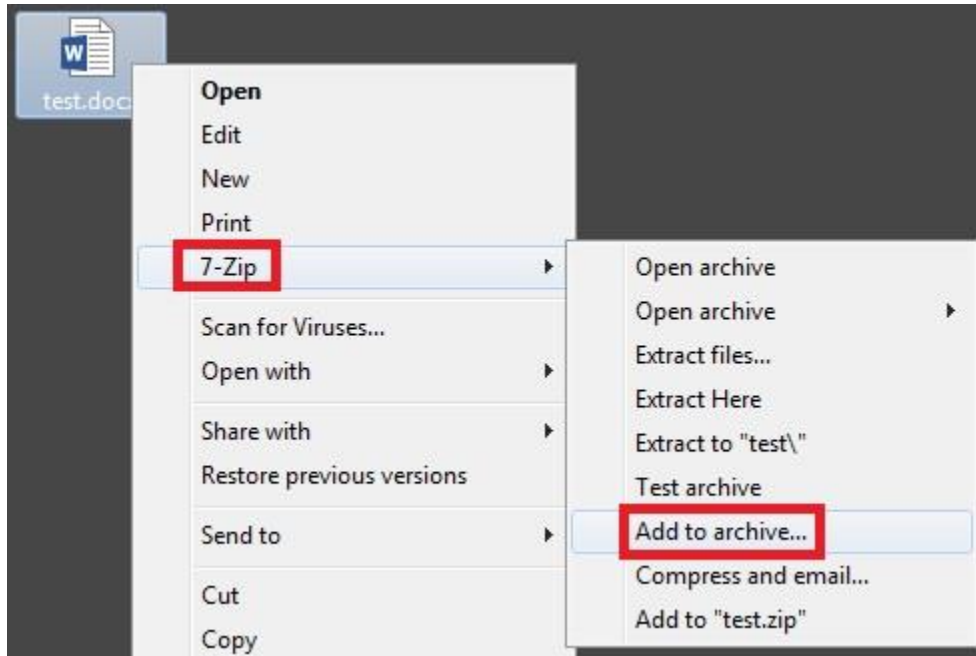


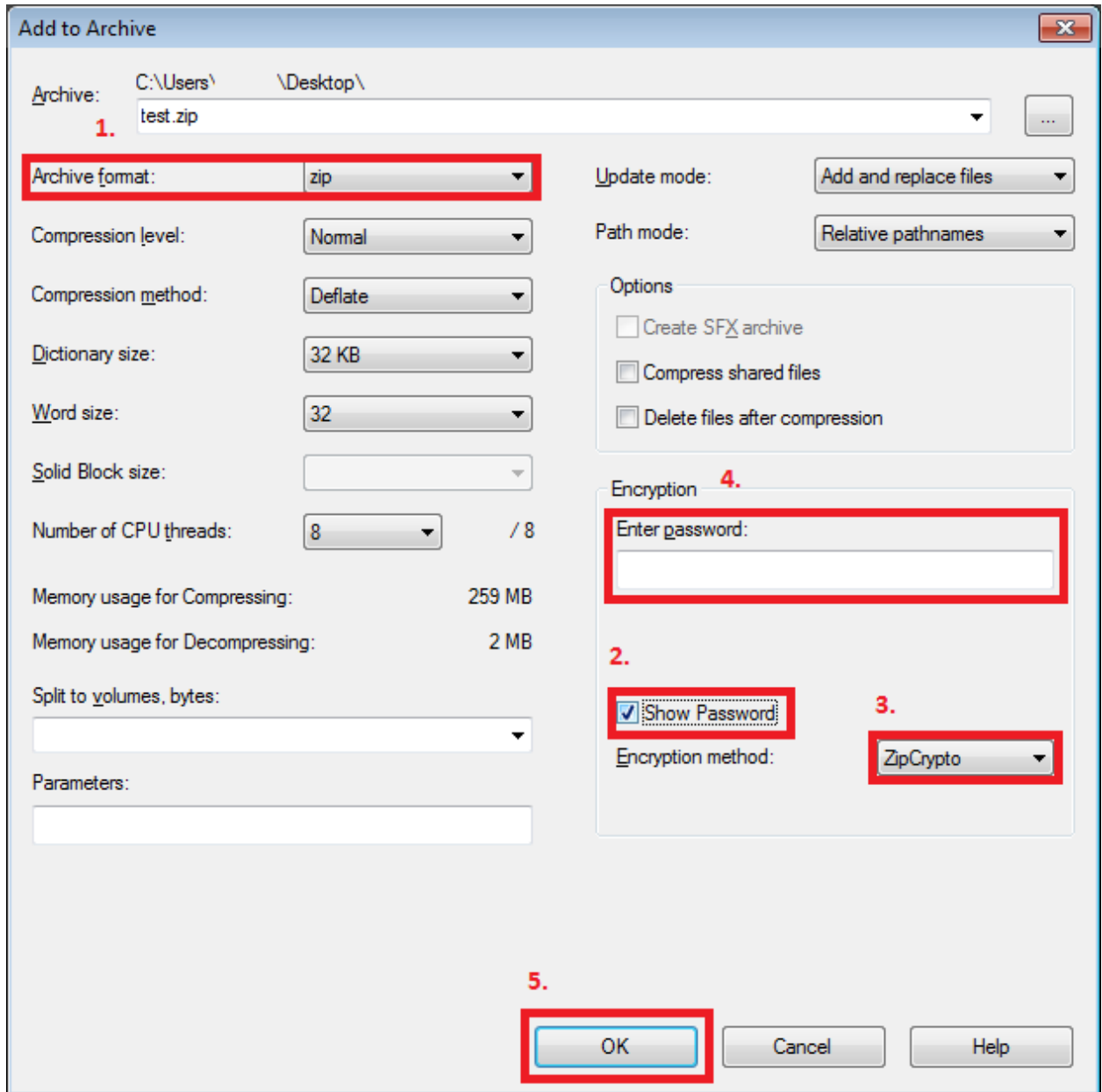
Encrypt a File or Folder - Instructions

Please note: The instructions below require 7-Zip to be installed. If 7-Zip is not installed please contact Northampton IT Services.

1. Right click the file or folder you would like to encrypt, look for 7-Zip in the popup menu, select "Add to archive..."



2. The 7-Zip Add to Archive dialog box will appear. Please adjust the following options.
 - Change the Archive format to zip (1)
 - Check Show Password (2)
 - Select the ZipCrypto encryption method (3)
 - Type a password for the recipient to use to decrypt the file (4)
 - Click OK (5)Please review the screenshot example on the next page



3. After clicking OK an encrypted zip file with the same name as the original file or parent folder will be created. Attach the zip file to an email. **Do not include the password in the email** – use an alternate communication method such as a phone call to relay the password.

