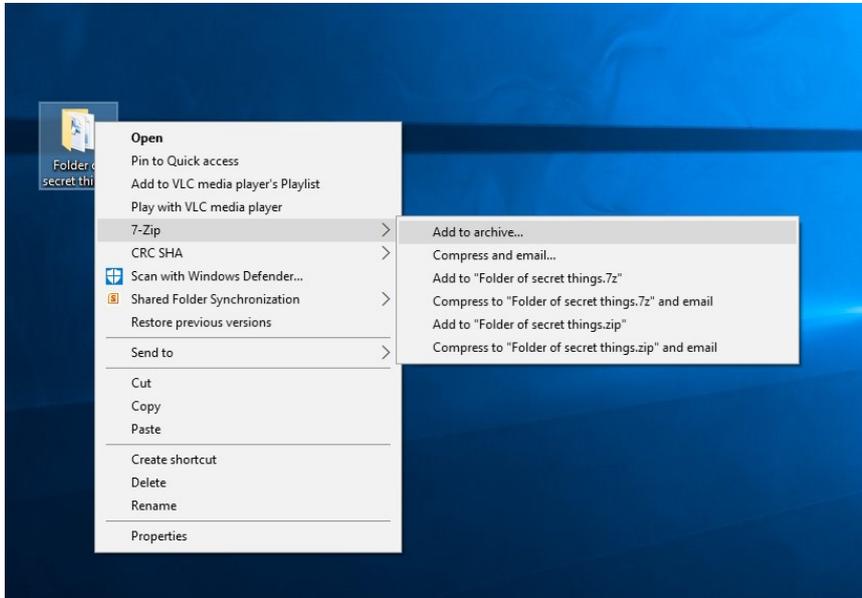


# Encrypting and decrypting files and folders using 7-Zip

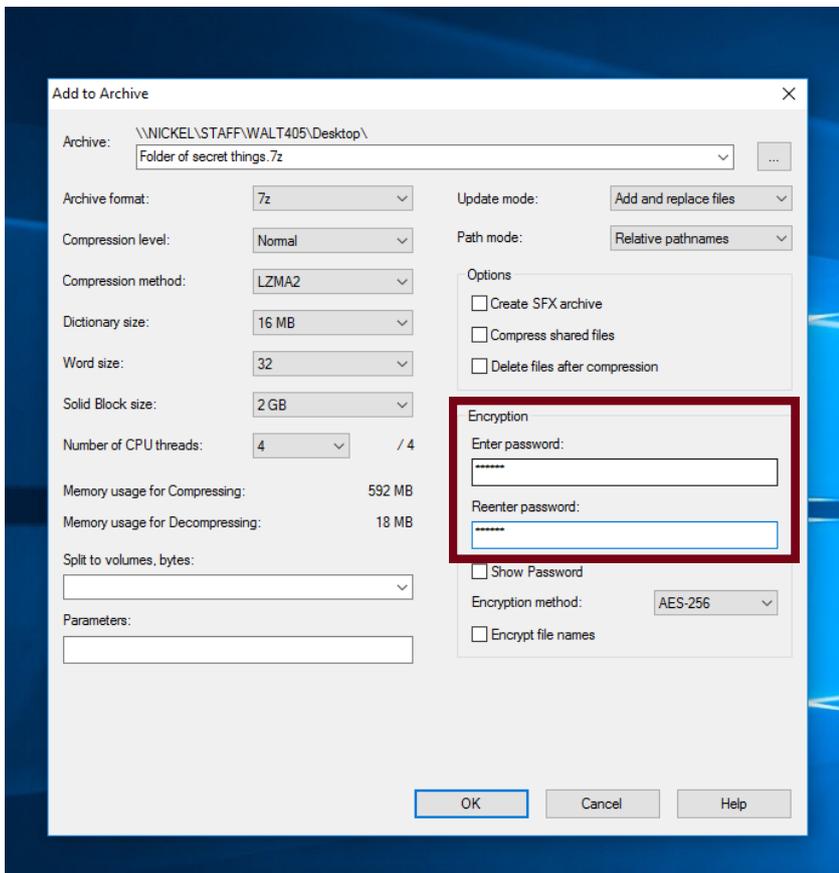
The method for encrypting folders and files is the same, so this help guide will show how to do it for folders. 7-Zip is very useful for encrypting files to be sent over email; it is installed on all machines on campus.

## Encrypting

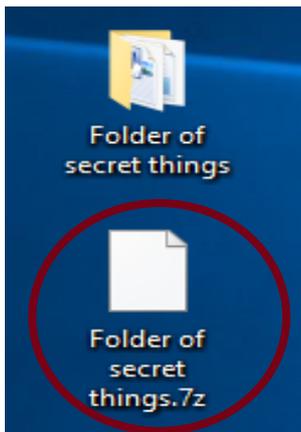
Step 1 - Right-click on the folder you wish to encrypt, highlight '7-Zip' on the menu and choose 'Add to archive...'



Step 2 - In the bottom-right corner of the ensuing dialog box, you will have an opportunity to add a password to the encrypted file. It is best to communicate the password with your intended recipient through another medium (e.g. a phone call) if possible. If that is not practical you should send the password in a separate email. Please be aware that IT Services **cannot** retrieve forgotten passwords.



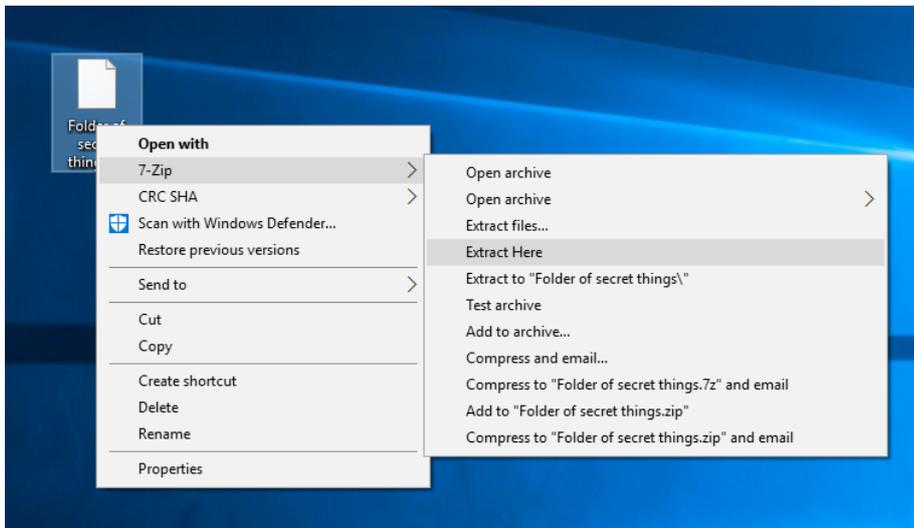
Step 3 - A new file will have been created with the file extension '7z'. This is the file you need to attach to your email.



### Decrypting

If you have been sent a file encrypted using 7-Zip, save the attachment and follow these steps to decrypt the contents.

Step 1 - Right-click on the file you wish to decrypt, highlight '7-Zip' and select 'Extract Here'. Please be aware that it is not possible to double-click on a file encrypted with 7-Zip, you have to decrypt it first.



Step 2 - Type in the password you have been given to decrypt the file and press 'Ok'. The encrypted file/folder will then appear.

