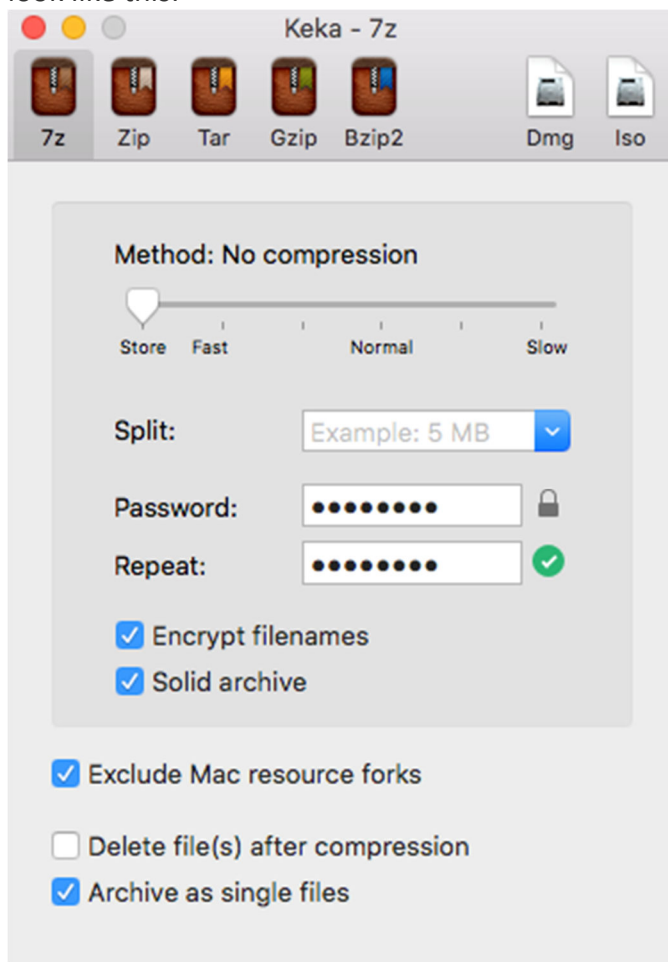


How to Use 7-Zip to Encrypt Files and Folders

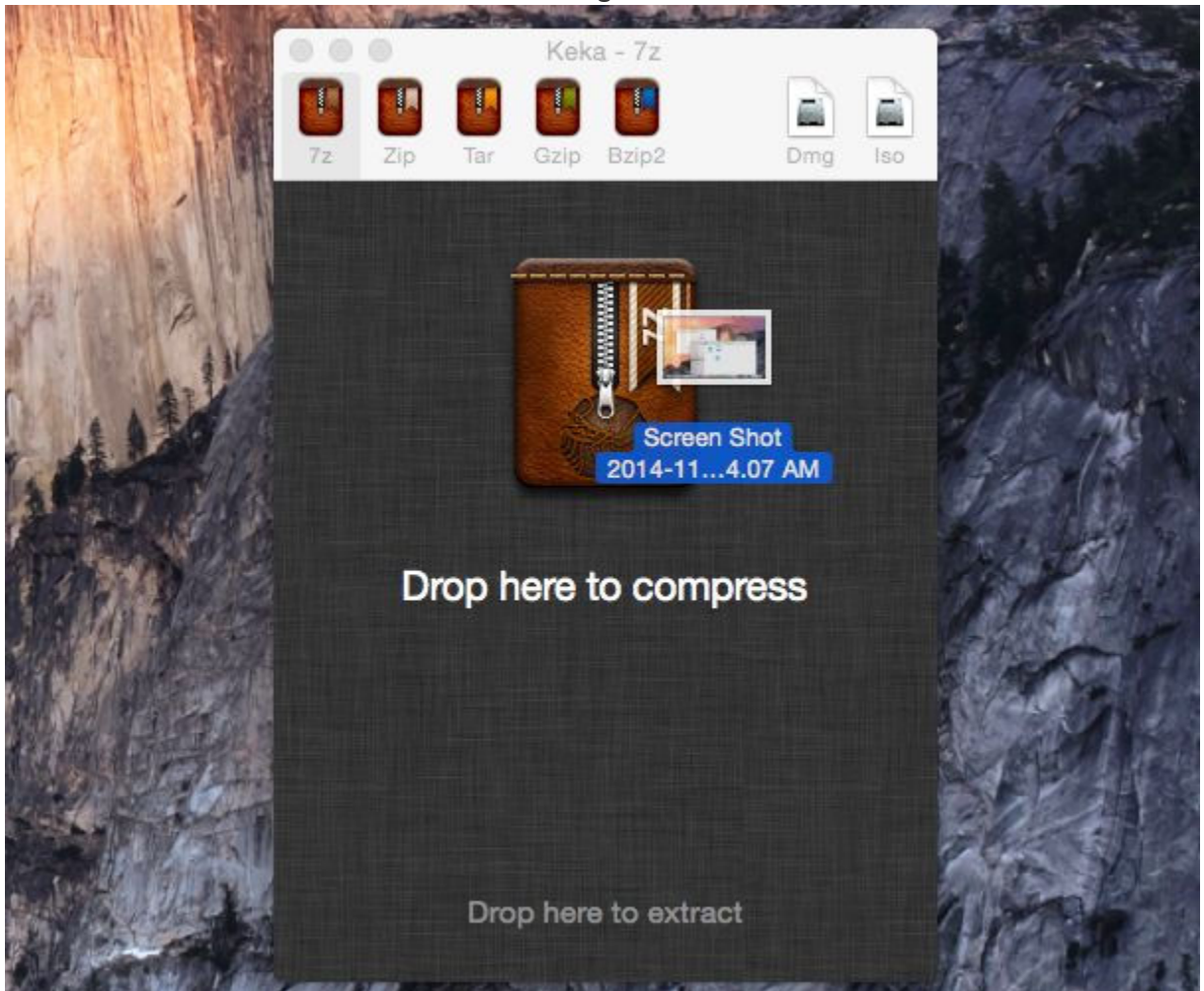
7-Zip is an open source software used to compress or zip files secured with encryption. When you send or transfer files that contain Personal Identifiable Information (PII) or other confidential and sensitive data, the files must be encrypted to ensure they are protected from unauthorized disclosure.

For Mac:

1. Open the program named Keka from the Applications folder.
2. Select 7z from the available options on the top bar. Change the Method of compression to Store by dragging the pointer to the far left option below "Method". Enter the password you wish you use to decrypt the data. "Select Encrypt filenames," "Solid Archive," Exclude Mac resource forks," and "Archive as single files." The window should look like this:

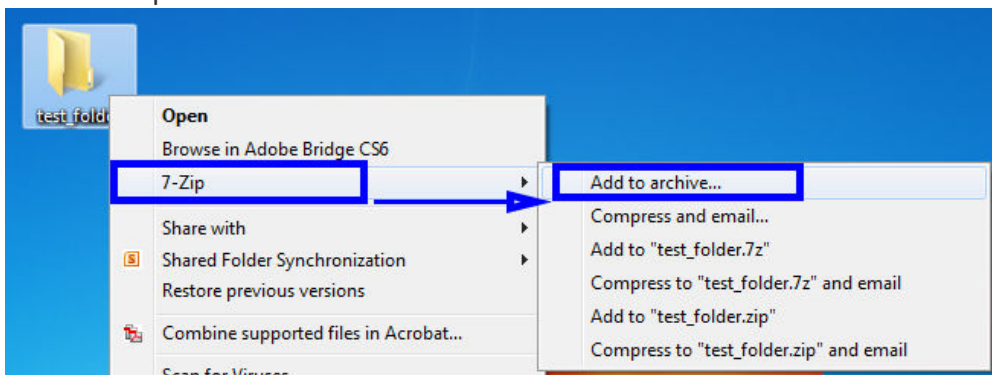


3. Drag and drop the file or files you wish to encrypt into the Keka app, once completed the .7z file will be in the same folder as the original file or files.

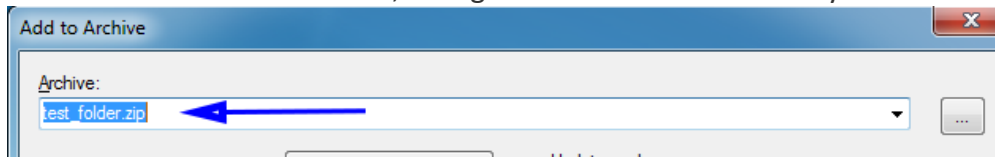


For Windows:

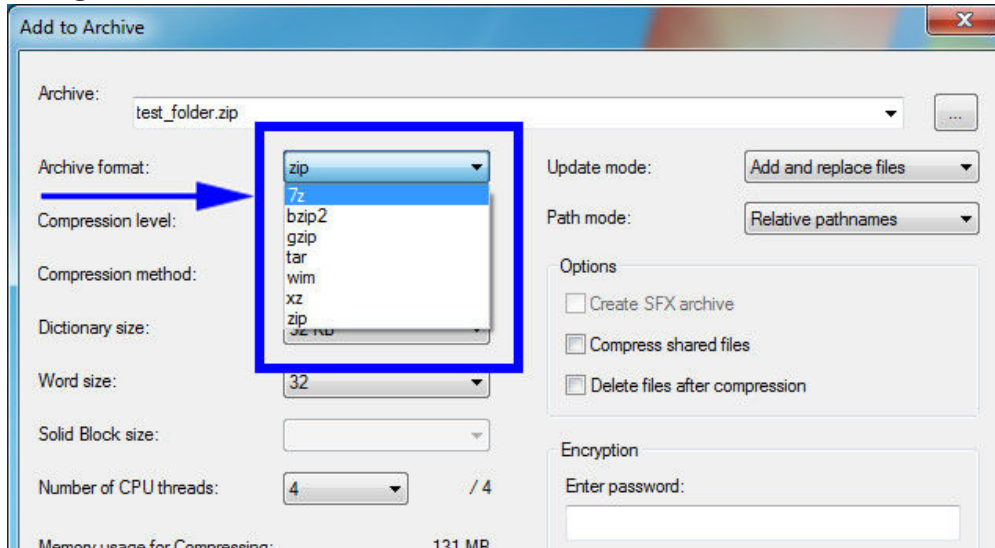
1. Right click on the file / folder to be encrypted.
2. Select "7-Zip" then "Add to archive..."



3. In the Add to Archive window, change the name of the archive you wish to create.



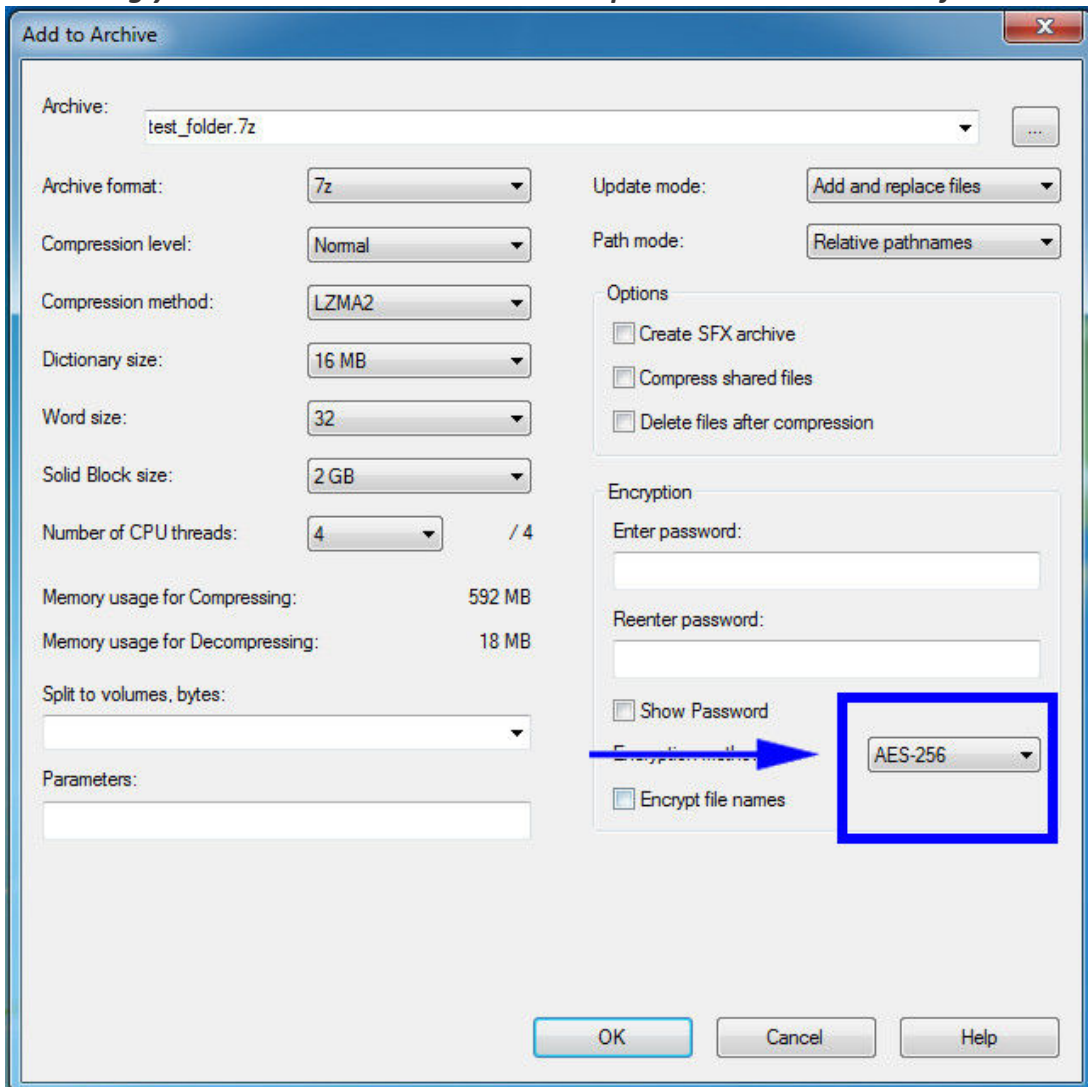
4. Change the Archive format to "7z".



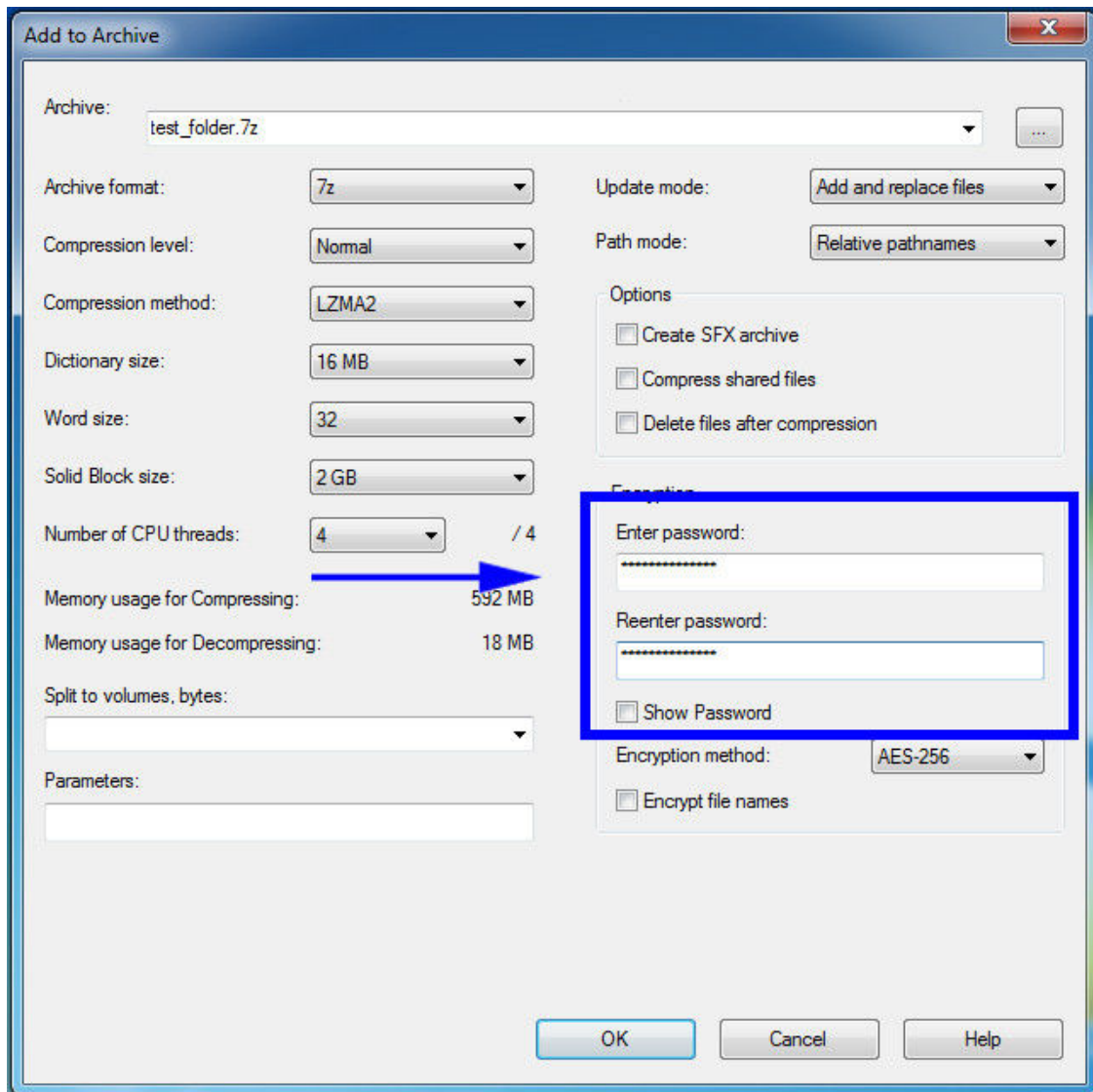
5. Change the Encryption Method to "AES-256".

Note: There is a trade-off between using AES-256 and ZipCrypto. AES-256 is proven much more secure than ZipCrypto, but if you select AES-256 the recipient of the zip file may have to install 7-zip or another zip program to read the file contents. Selecting ZipCrypto may allow users to open the zip file in Windows without a zip program, but it does not provide adequate protection against attackers with modern cracking tools.

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



6. **Enter a Password.** Use a strong password with at least 8 characters containing upper and lowercase letters, and a minimum of one number.



7. Select "Ok" to create the encrypted archive file. The new archive file will be located in the same folder as the original.

Note: Best security practices recommend that you do not email the password with the Zip file as it could be intercepted in transit. It is better to call the recipient of the Zip file and convey the password over the phone or to send the password to the recipient via text/SMS message, not email.