ALL OTHER FILES - HOW TO ENCRYPT FILES

7-Zip is an approved utility for file encryption. Like Acrobat Pro DC, 7-Zip is available in Software Center for selfservice installation on managed workstations.

Once installed there are two ways to use 7-Zip.

OPTION 1

Open 7-Zip from the Start Menu, create a new archive file by selecting Add, or simply drag the files you
want to encrypt into the 7-Zip window and you'll be prompted to create a new archive name. 7-Zip is
suitable for .csv, .tab, .html, and other file types. The receiver of the encrypted archive will need to install
7-Zip in order to open it.



2. Select the location for the archive to land and ensure Archive Format is set as "7z." The default encryption is AES-256. Confirm the file name for your encrypted file, enter a password and select OK.

Add to Archive ×		
Archive. C./Userstanbust	amante/Documents/Temp/	
Database com	ments./z	~
Archive formal:	/z	 Update mode: Add and replace files
Compression level-	Normal	2 Path moder Relative pathnames 2
Compression method.	17MA2 ×	Options Options
Dictionary size.	16 MB	Compress shared files
Word size:	32	Z Delete files after compression
Solid Block size:	2 GB	Encryption
Number of CPU threads.	8 ~	8 Enter password:
Memory usage for Compressing: 1376 MB Reenter password:		
Memory usage for Decompressing: 18 MB		
Split to volumes, bytes:		Show Password
Parameters.		Encryption method. AFS 258 V
		Encrypt the names
		OK Cancel Help

OPTION 2

- 1. **Right click** on the file you need to encrypt.
- 2. Select **7-Zip**