

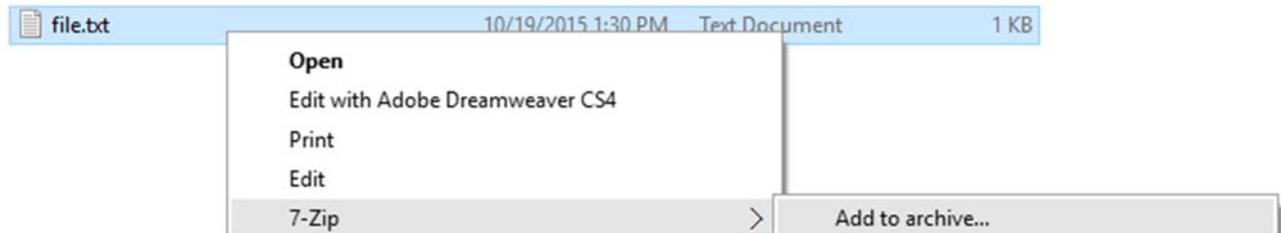
Procedure to Save or Open a Password Protected File with 7-zip

If you do not already have it, download and run 7-zip from the internet: <http://www.7-zip.org/>

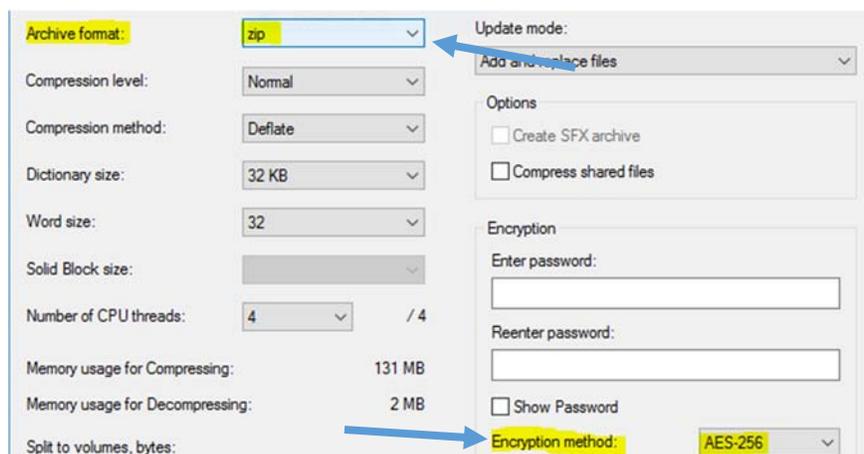
TO ENCRYPT A FILE USING 7-ZIP:

Step 1: Right click on the file that you would like to zip.

Step 2: Move your mouse to “7-zip”, and then click on “add to archive”.



Step 3: In the next window, change “archive format” to “zip”, and “encryption method” to “AES-256”.

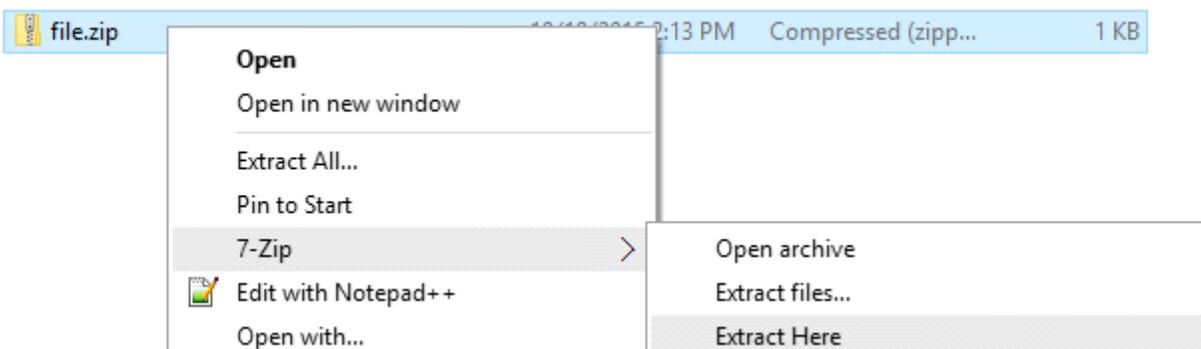


Step 4: Type in a password of your choice in the “Enter password” box. Then, enter the same password in the “Reenter password” box and click OK. Be sure to pick a strong password that you won’t forget!

TO DECRYPT A FILE WITH 7-ZIP:

Step 1: Right click on the password-protected file that you would like to unzip.

Step 2: Move your mouse to “7-zip”, and then click on “extract here”.



Step 3: A new window will pop up, asking you for a password. Type in the password that you were given for this file.

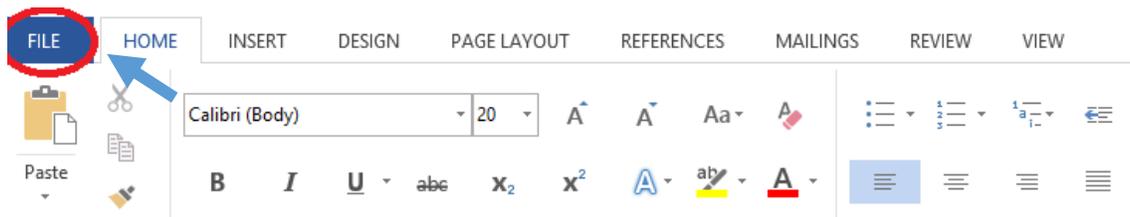
Step 4: The unencrypted file will now appear next to the original encrypted file. You can view and edit this file.



Procedure to Password Protect a Microsoft Word/Excel Document

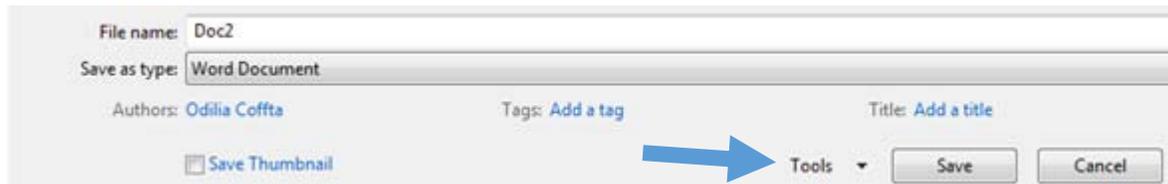
Step 1: Open the Microsoft Word Document you want to password protect

Step 2: Click the “File” tab at the top left of the document

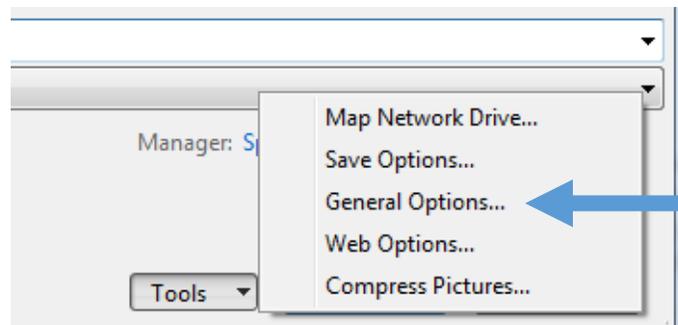


Step 3: Click on “Save” or “Save As”

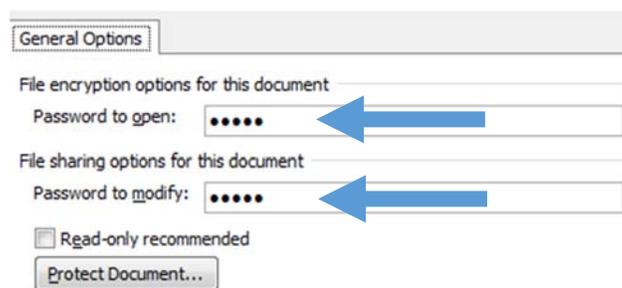
Step 4: Enter the name of the document. Next click “Tools”



Step 5: A couple of choices will pop up. You need to select “General Options”.



Step 6: A new window will pop up where you will enter the desired password twice, one for file encryption and the other for file sharing. Click “OK”



Step 7: Now you need to confirm the password you just entered. You will be prompted to enter the password twice.

Step 8: Click “Save”.

Step 9: Exit out of the document and then re-open the document to ensure that it requires a password. If it does, you have successfully encrypted a password to your word Document!

Note: NEVER include the password to your file in the email.