

HOW-TO GUIDE:

## HOW TO USE 7-ZIP TO ENCRYPT FILES AND FOLDERS

Windows 7, 8, XP, Vista and 2000

## **Foreword**

Now that Chapter 7 Trustees are required to meet the encryption requirements set forth in the *Handbook*, BMS no longer supports the use of flash drives (or any other portable media) to transfer files between computers. The preferred method would be to transfer files either through your office network or through the Cloud using Dropbox.

However, if you must use a portable device such as a USB (flash) drive or an external hard drive, we recommend the use of 7-Zip, an open source software used to compress files that also allows those files to be encrypted over using an encrypted portable drive.

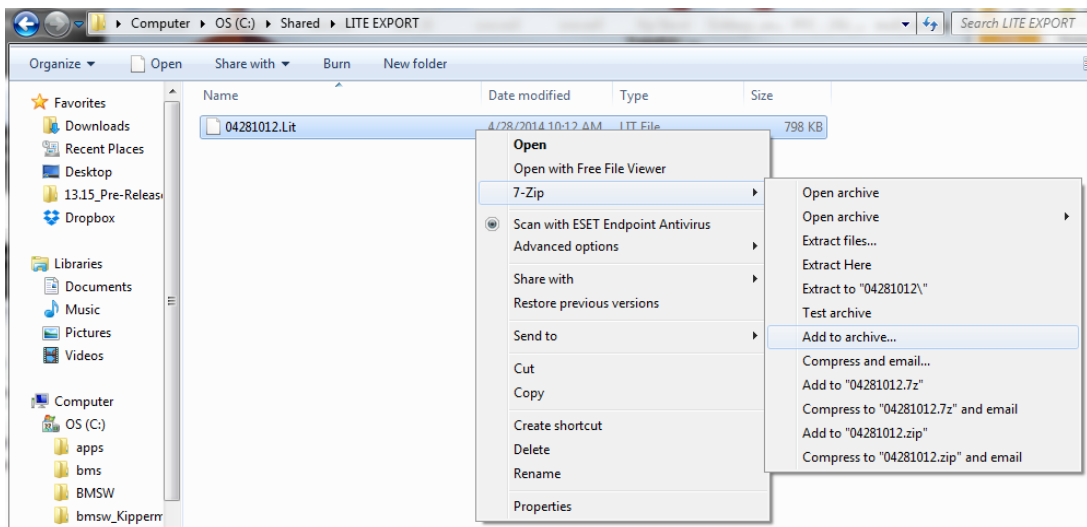
This guide illustrates how to use 7-Zip to compress, encrypt and password-protect data files and folders.

### Download & Install 7-Zip

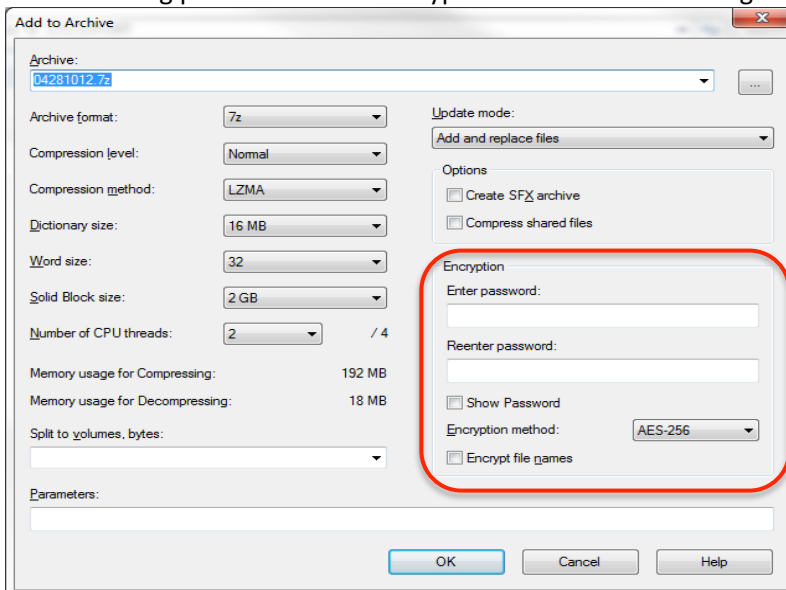
To download 7-Zip, go to: <http://www.7-zip.org/download.html>

### Encrypting a File in 3 Easy Steps

- 1) Right click on the file(s) that you want to encrypt.
- 2) Choose **7-Zip > Add to archive...**

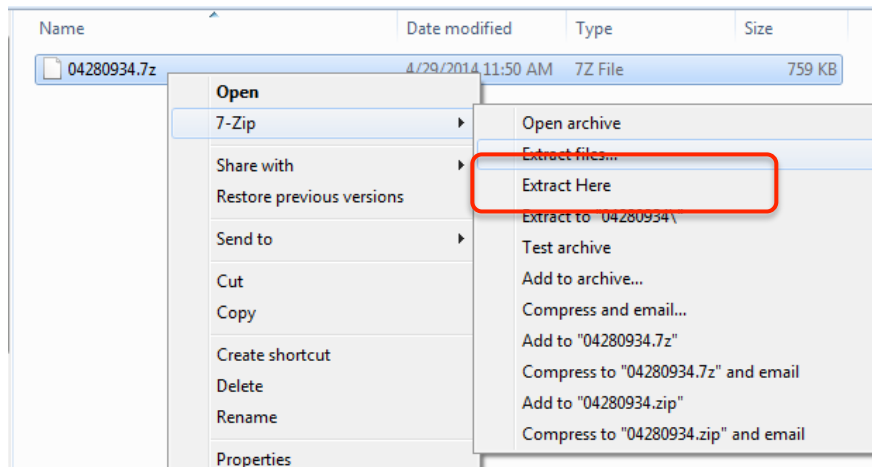


- 3) Enter a strong password in the Encryption section of the dialog box and click **OK**.



## Decrypting and Viewing Files Contained in a 7-Zip Archive

- 1) Confirm that the computer that you are using has 7-Zip installed. This software must be installed on each computer that will open encrypted 7-Zip files.
- 2) Right click on the file that you want to decrypt.
- 3) Choose **7-Zip > Extract Here**.



- 4) Enter password to access the decrypted contents of the 7-Zip file.
- 5) Drag the file/folder to any specific folder where you want file to reside.
- 6) Once the file is in the location you want it to be, you may start working with it.

## Sharing encrypted files via email

If you email an encrypted file or files, you should send the password to the recipient in a separate email message or call the person with that password. Do not include the password in the same email as the encrypted 7-Zip file.