How to securely send files over email

To send files in a secure manner over the internet we recommend the use of 7-Zip a file compression software that provides the ability to request a password to access the files. **The password must be sent in a different email than the one containing the password protected file.** If you do not have 7-Zip already installed on your laptop/desktop please create a help ticket to have a technician install it for you.

1. For multiple files create a folder or hold Drivate Data 1/7/2019 10:18 AM File folder Open shift and select the files Open in new window Pin to Quick access Browse in Adobe Bridge CC 2018 2. Right-click on the file/folder and select 7-Zip > Add to archive.. 7-Zip from the options listed CRC SHA Compress and email... Scan with Windows Defender... Add to "Private Data.7z" Compress to "Private Data.7z" and email ✓ Always available offline 3. Select "Add to archive..." from the 7-Zip Add to "Private Data.zip" Sync > Compress to "Private Data.zip" and email Shared Folder Synchronization options as showed on the picture to the Restore previous versions left 🐑 Combine files in Acrobat... Pin to Start 4. Make sure the "Archive format" is set to Send to 5 "zip". Then, at the bottom of the right Cut Copy column options change the "Encryption Create shortcut method" to "ZipCrypto" from the drop Delete Rename down menu. Add to Archive \\zEmployeeServer\employee_files\$\angel_oliva\Desktop\ Archive Private Data.zip ~ 5. Also, "Number of CPU threads" should be set to 1/x. Archive format: zip v Update mode Add and replace files Path mode: Compression level: Normal Relative pathnames Options Compression method: Deflate 6. Enter a secure complex password in the "Enter Create SFX archive Dictionary size 32 KB V password" and enter it again in the "Reenter password" Compress shared files 32 ~ Word size Delete files after compression Solid Block size Encryption 7. Press "OK" and wait for the software to complete its Number of CPU threads 1 /4 Enter password: task. Memory usage for Compressing: 3 MB Reenter password Memory usage for Decompressing 2 MB ***** Split to volumes, bytes 8. You will now have two files/folders with the same Show Password V Encryption method: ZipCrypto name. When sharing the file make sure that the one sent Parameters is the folder with the zipper icon. 9. Send the password in a separate email Cancel OK Help

To create a password protected file please follow the steps below: