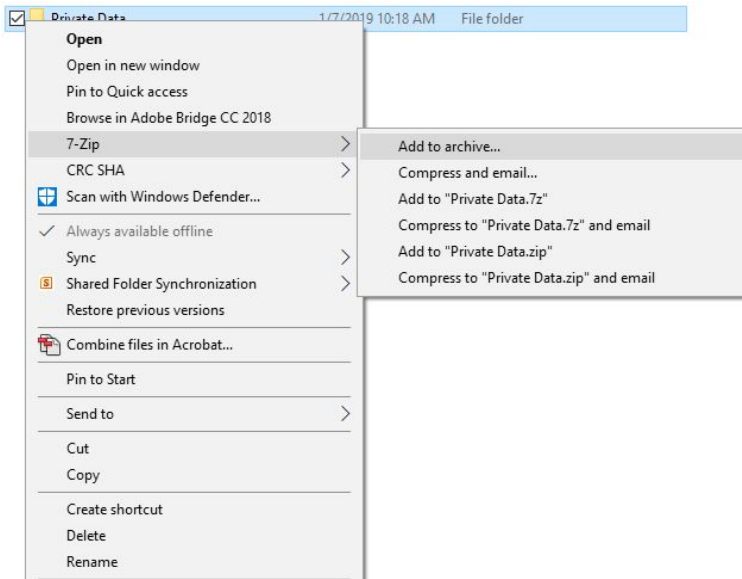# How to securely send files over email

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.

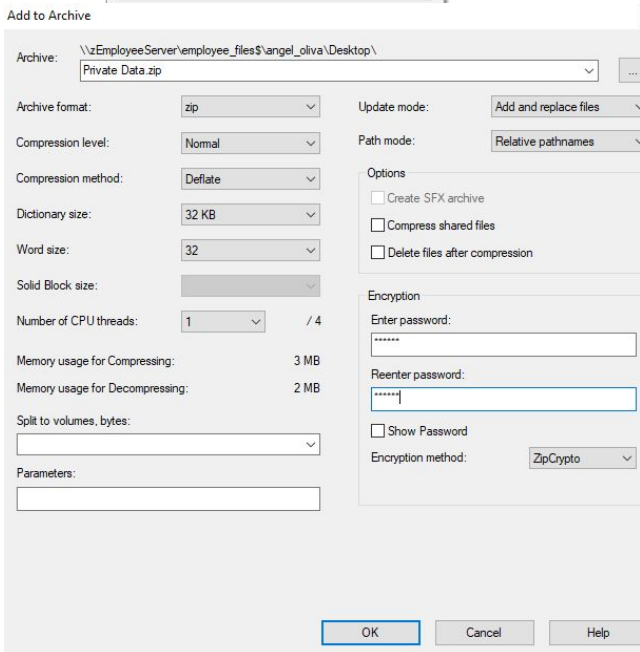To create a password protected file please follow the steps below:

1. For multiple files create a folder or hold shift and select the files

2. Right-click on the file/folder and select 7-Zip from the options listed

3. Select "Add to archive…" from the 7-Zip options as showed on the picture to the left

4. Make sure the "Archive format" is set to "zip". Then, at the bottom of the right column options change the "Encryption method" to "ZipCrypto" from the drop down menu.

5. Also, "Number of CPU threads" should be set to 1/x.

6. Enter a secure complex password in the "Enter password" and enter it again in the "Reenter password"

7. Press "OK" and wait for the software to complete its task.

8. You will now have two files/folders with the same name. When sharing the file make sure that the one sent is the folder with the zipper icon.

9. Send the password in a separate email