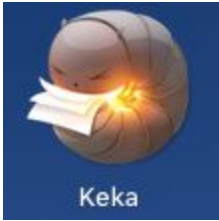# How to securely send files over email

Keka

To send files in a secure manner over the internet we recommend for Macs the use of Keka 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 Keka already installed 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. Open the Keka app from your Launchpad

2. Enter a secure complex password in the "Password" field and enter it again in "Repeat"

3. Select "Use AES-256 encryption" checkbox and verify "ZIP" is shown as the option on the top right

4. For multiple files, create a folder and name it appropriately

5. Drag the file/folder onto the application window where the password was configured as shown in the 2nd picture.

6. You will now have two files/folders with the same name. When sharing the file make sure that the one sent ends with ".zip"

7. Send the password in a separate email