

How to Use WinZip Encryption

If you have a document that contains sensitive personal information – never send it in an email without first encrypting the file. When you send the encrypted file, always send the password in a separate email.

Warning – once encrypted, data can probably never be recovered without the password. It may be years before the file is needed, and if the password is forgotten, the file is worthless. Don't rely on your memory. In addition, if something were to happen to you, consider if others in your department would need access to the data. Make sure that passwords are stored some place safe before encrypting important information and make sure the passwords (or the location of the passwords) are made available to the appropriate personnel.

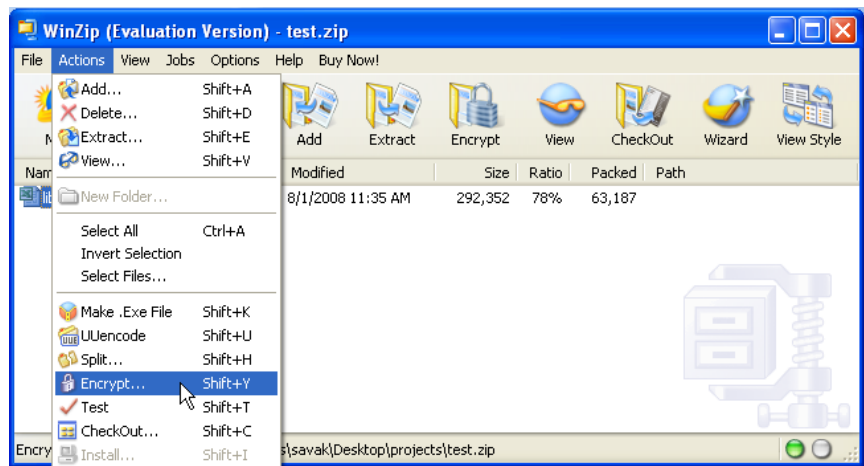
WinZip version 10 or above offers AES encryption (Advanced Encryption Standard) with a 128-bit key and SHA-1 hashing.

First create your WinZip archive and add the file(s) you wish to encrypt.

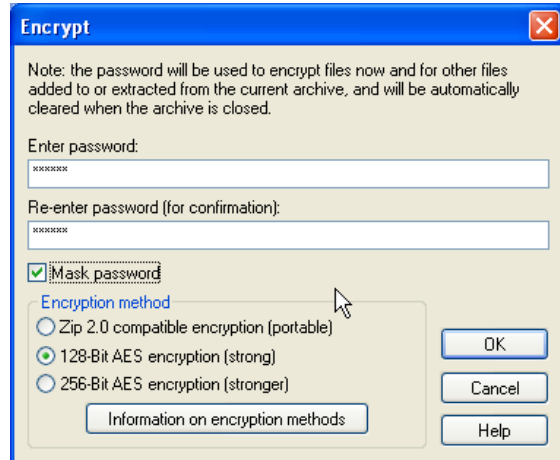
- **File, New Archive**
- Give the archive a name and click ok.
- Select **Actions, Add** and select the files.

To Encrypt:

- Select **Actions, Encrypt**



- On the Encrypt dialog box
 - Enter a strong password.
 - Re-enter the password for confirmation.
 - Choose at least 128-Bit AES Encryption.
 - Click OK



- When someone tries to open the encrypted archive, they will be prompted for the password.

