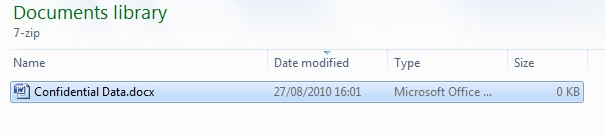
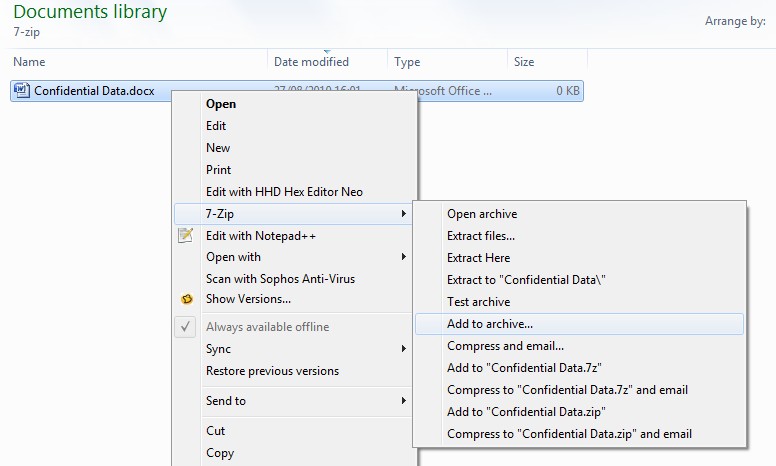
7 Zip User Guide

If necessary download and install 7-zip, a free compression and encryption application from <http://www.7-zip.org/>

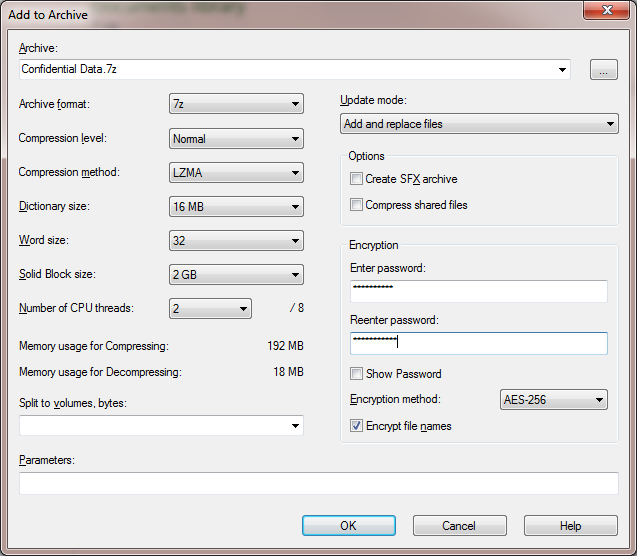
1. Browse to the file, files or directory that you wish to encrypt and select them.



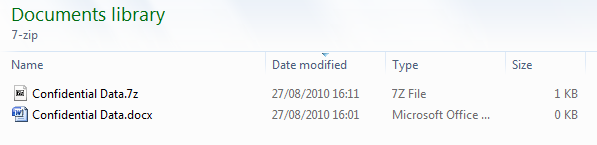
1. Right click on the selected items and then select 7-zip -> Add to archive...



1. It is recommended that the following options are selected:
   * + Archive format: 7z
     + Encryption method: AES-256
     + The password must conform to 3 words or a minimum 12 character Password
     + Encrypt file names (not available for zip archives)



1. You should then have a compressed and encrypted archive of your data.



1. Attach the encrypted archive to your email. This is the one with the 7z file extension.
2. Remember to communicate the password to the recipient via a different method.