



Securing and Sending Files with 7-Zip

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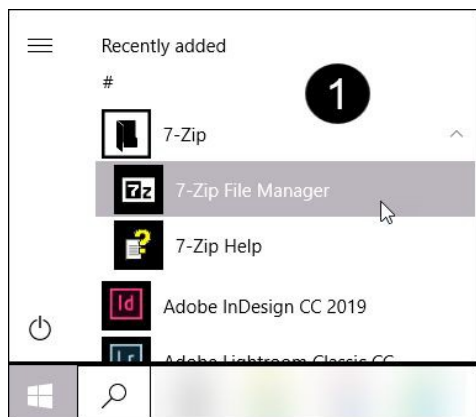
Installing 7-Zip

- Emailing files containing Personal Identifiable Information (PII) or confidential information such as social security number, birth dates, grade information, or computer passwords, must be encrypted and password protected to secure them from unauthorized disclosure as per the [Information Technology Directive – Information Classification and Handling](#).
- MCCCDC recommends the software 7-Zip which compresses and secures files with encryption and a password to protect files with PII.
- [Download](#) 7-Zip to install the application. Select the most recent *64-bit Windows* download. It is normally the second link from the top. Follow the instructions on the screen to download and install the application. If you don't have access to install an application, contact your local [desktop support](#) to install 7-zip.

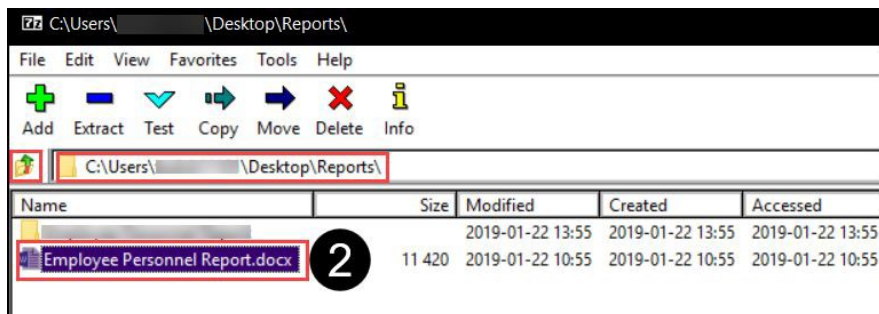
Emailing Files with Confidential Information

- Emailing files containing Personal Identifiable Information (PII) or confidential information such as social security number, birth dates, grade information, or computer passwords, must be encrypted and password protected to secure them from unauthorized disclosure as per the [Information Technology Directive – Information Classification and Handling](#).
- If you do not have software to compress and secure files with encryption and a password, [download](#) 7-Zip. Use the [Installing 7-Zip](#) instructions above for installation assistance.

Open 7-Zip

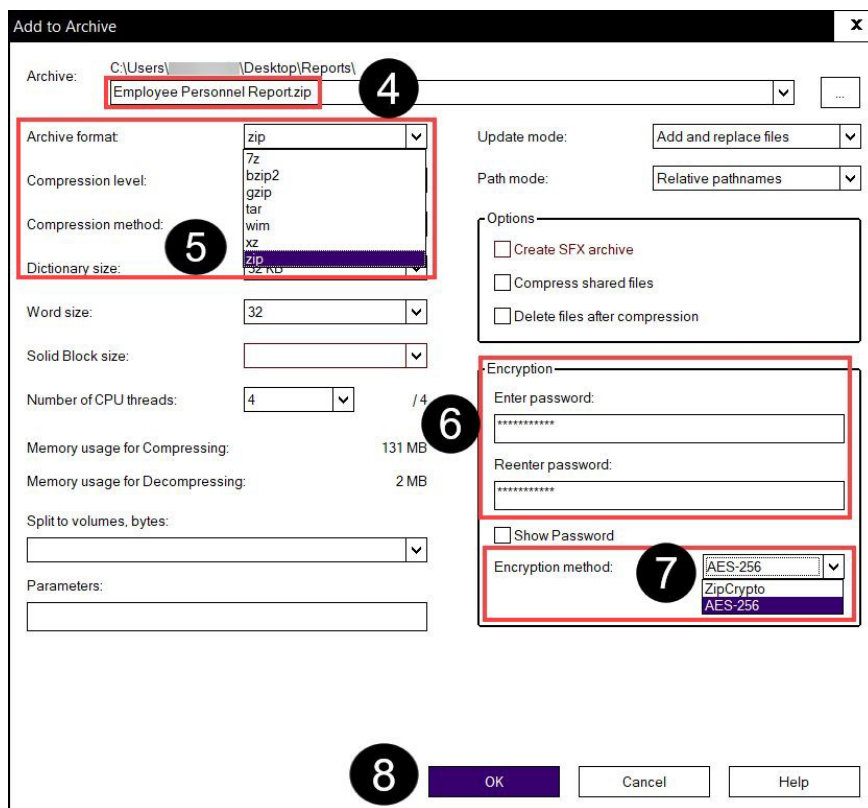
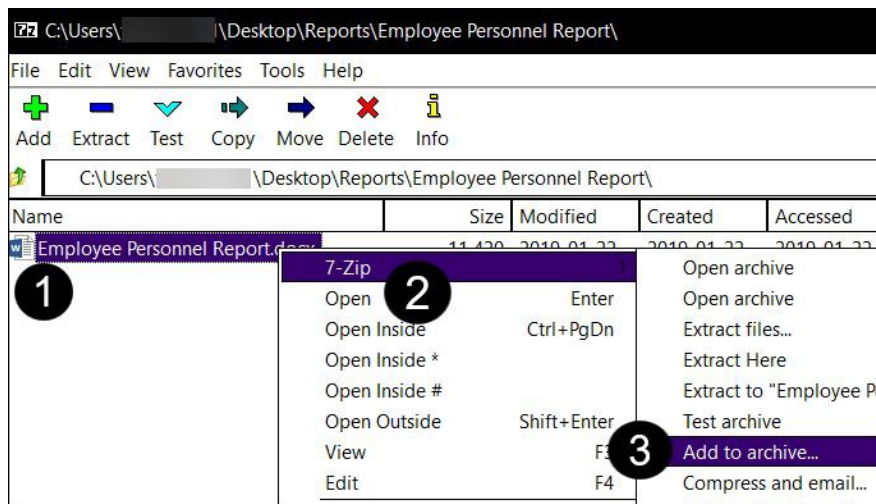


1. Open **7-Zip File Manager**.
2. Navigate to the file to be zipped.



Questions about information handling? Contact MCCCDC Information Security Office at infosec@domail.maricopa.edu.

Zip, Encrypt and Password Protect a File



1. Right click the file or folder to be encrypted.
2. Select **7-Zip**.
3. Select **Add to archive...**
4. *Optional:* Rename the file.
5. Select **Zip** from the drop down menu as the Archive format.
6. **Enter** and **Reenter** the password. The password is required to protect the file. You will provide this password to the recipient.
7. Select the Encryption method **AES-256** from the drop down menu.
8. Click **OK**. Notice that the zipped file is saved in the same location as the original file. (See file path example in step 4.)

Email the Encrypted File

1. Open your email and attach the zipped file to your message.
2. Provide the email recipient(s) with the password.
Best practice: Call the recipient(s) to convey the password.
Optional: Email the password to the recipient(s). **ALWAYS** send the password in a new email that does not include the attached file.

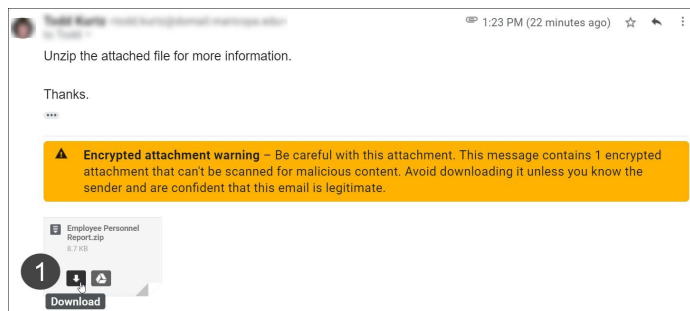




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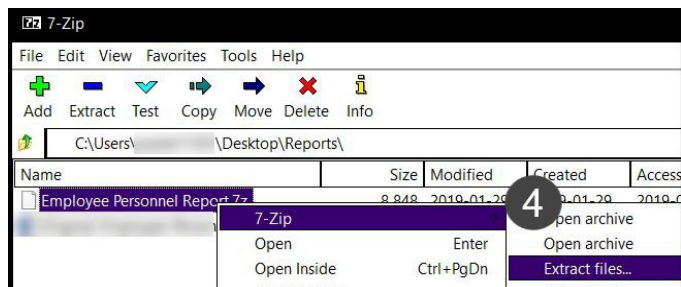
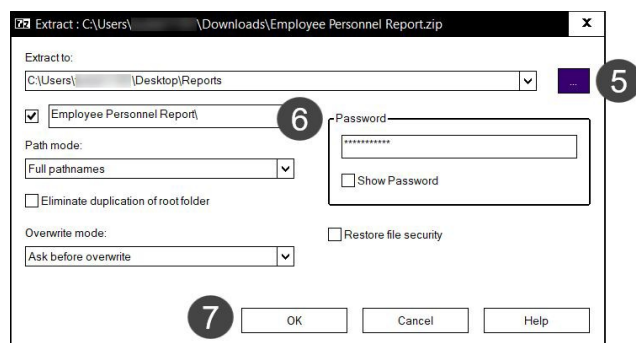
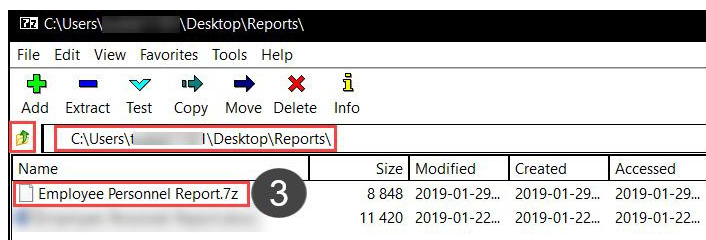
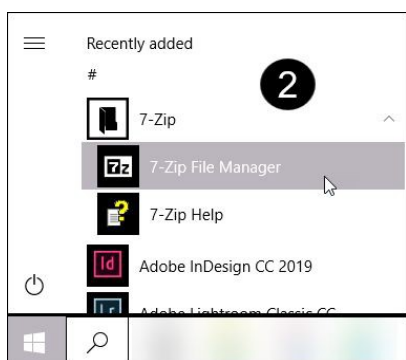
Opening emails with confidential files attached

- Emails with encrypted files include the **Encrypted attachment warning** message as displayed below.
- **Only** open the file if you trust the source and you are expecting the email.
- To unzip files, [download](#) 7-Zip. Use the [Installing 7-Zip](#) instructions above for installation assistance.

Download, Unzip and Open an Encrypted File



1. Click  to download the file from the email.
2. Open **7-Zip File Manager**.
3. Navigate to the file to be unzipped.
4. Right click on the file to be unzipped and select **Extract files...**
5. Select where to save the file by clicking on .
6. Enter the password provided by the sender.
7. Click **OK**.
8. Locate the saved file to open it.



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