

### How to Use 7-Zip to Encrypt Files and Folders

This guide covers how to encrypt files and folders on your Windows PC computer using 7-Zip.

You can <u>download and install 7-Zip for free on the 7-Zip website</u>.

1. Right click on the file / folder to be encrypted.



2. Select 7-Zip and then select Add to archive.



- A. Select 7-Zip
- B. Then select **Add to archive**.

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## 3. Change the name of the archive in the Add to Archive window to reflect the contents of the archive.

Add to Arc	live
Archive	C:\Users\ Dropbox (CSU Fullerton)\PC (3)\Desktop\
/vonive.	test_folder.7z

## 4. Change the Archive format to 7z (if it's not already selected).

Add to Arc	hive	
Archive:	C:\Users` test_folder.7z	Dropbox (CSU Fullerton)\PC (3)\Des
Archive for	mat:	7z ~
Compressi	on level:	7z tar wim
Compressio	on method:	zip LZMA2 V

#### 5. Enter a password for the archive.

Use a strong password with at least 12 characters containing upper and lowercase letters, and a minimum of one number.

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# 6. Click OK to create the encrypted archive file. The new archive file will be located in the same folder as the original file/folder.

Do not share a password via email. Passwords must be shared via out of band, meaning that you send the file and the password by different communication channels: one on the internet, and one not. The best way is to call the recipient of the Zip file and convey the password over the phone.



Compression level:       5 - Normal       Path mode:       Relative pathnames         Compression method:       * LZMA2       Options         Dictionary size:       * 16 MB       □ Create SFX archive         Dictionary size:       * 32       □ Delete files after compression         Solid Block size:       * 4 GB       □ Delete files after compression         Solid Block size:       * 16        / 16         Humber of CPU threads:       * 16        / 16         Memory usage for Compressing:       * 80%       Reenter password:         Wemory usage for Decompressing:       18 MB         Split to volumes, bytes:       □ Show Password	Archive format:	7z	$\sim$	Update mode:	Add and replace files	~
Compression method: <ul> <li>LZMA2</li> <li>Options</li> <li>Create SFX archive</li> <li>Compress shared files</li> <li>Compress shared files</li> <li>Delete files after compression</li> <li>Solid Block size:</li> <li> <ul> <li>4 GB</li> <li>Delete files after compression</li> </ul> </li> <li>Encryption</li> <li>Enter password:</li> <ul> <li>The password:</li> <li>The password:</li> <li>The password:</li> <li>The password:</li> <li>Solid to volumes, bytes:</li> <li>Show Password</li> <li>Encryption method:</li> <li>AES-256</li> <li>Encrypt file names</li> </ul> </ul>	Compression level:	5 - Normal	$\sim$	Path mode:	Relative pathnames	~
Solid Block size:	Compression method: Dictionary size: Word size:	* LZMA2 * 16 MB * 32	~	Options  Create SFX and Compress share Delete files after	chive ed files er compression	
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Alemory usage for Decompressing: 18 MB	Memory usage for Compressing: 2496 MB / 12884 MB / 16104 MB			Reenter password:		
Parameters:	Memory usage for Decompres Split to volumes, bytes:	ssing:	18 MB	Show Passwor	d AFC 3FC	
	Parameters:			Encryption method	nes	~

#### **Need More Help?**

Faculty/Staff - contact the IT Help Desk at <u>helpdesk@fullerton.edu</u> or 657-278-7777.

Students - contact the Student IT Help Desk at <u>StudentITHelpDesk@fullerton.edu</u> or 657-278-8888.