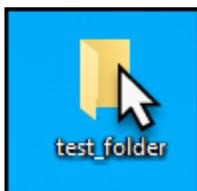


# How to Use 7-Zip to Encrypt Files and Folders

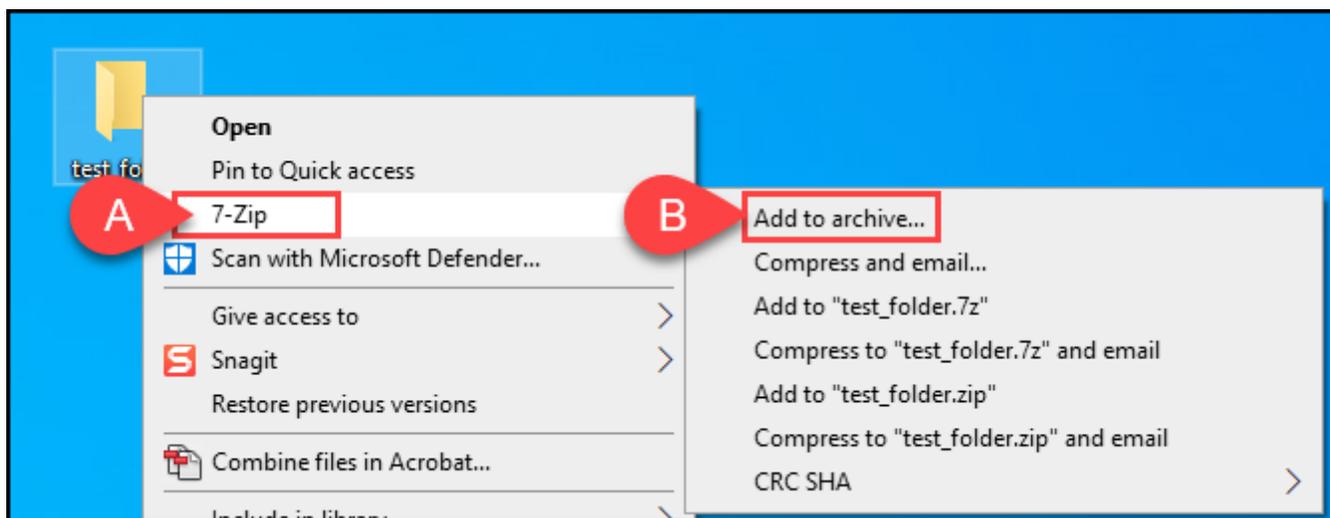
This guide covers how to encrypt files and folders on your Windows PC computer using 7-Zip.

💡 You can [download and install 7-Zip for free on the 7-Zip website](#).

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

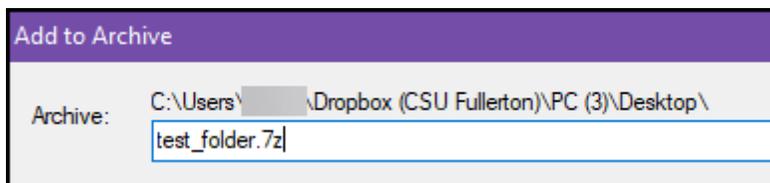


## 2. Select 7-Zip and then select Add to archive.

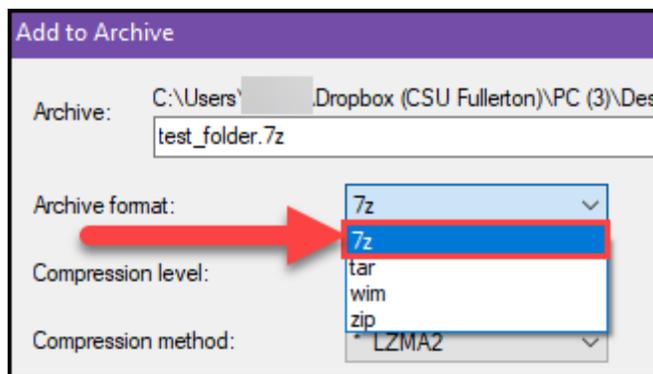


- A. Select **7-Zip**
- B. Then select **Add to archive**.

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



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



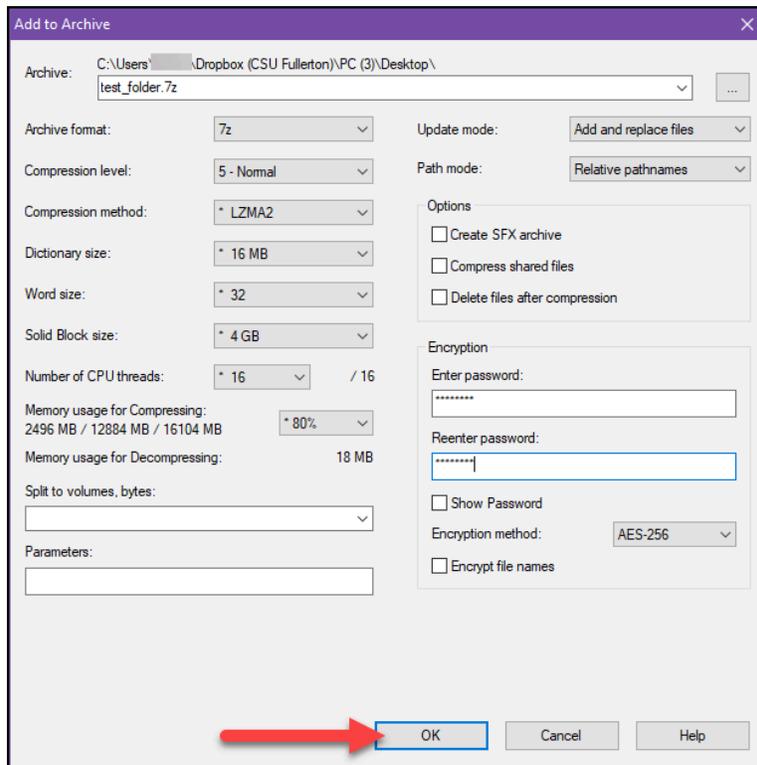
### 5. Enter a password for the archive.

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

The image shows a screenshot of the 7-Zip 'Encryption' dialog box. The title bar reads 'Encryption'. There are two password input fields: 'Enter password:' and 'Reenter password:'. Both fields contain a series of asterisks. A red rectangular box highlights both of these input fields. Below the input fields, there is a checkbox labeled 'Show Password' which is currently unchecked. Underneath that is a label 'Encryption method:' followed by a dropdown menu showing 'AES-256'. At the bottom, there is another checkbox labeled 'Encrypt file names' which is also unchecked.

**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.



## Need More Help?

Faculty/Staff - contact the IT Help Desk at [helpdesk@fullerton.edu](mailto:helpdesk@fullerton.edu) or 657-278-7777.

Students - contact the Student IT Help Desk at [StudentITHelpDesk@fullerton.edu](mailto:StudentITHelpDesk@fullerton.edu) or 657-278-8888.