


## Encrypting Files With 7-Zip & WinZip

### Overview


File compression and encryption software (e.g., 7-Zip, WinZip) allows employees to send files efficiently and securely within and outside of the Government Network. This type of software is often used to encrypt files (with password protection) before sending them to other individuals. As part of routine technology enhancements, the Office of the Chief Information Officer (OCIO) is changing its standard compression and encryption utility from WinZip to 7-Zip. Users with WinZip currently installed on their computers will still be able to use that utility; However, all new and re-imaged computers deployed by the OCIO will now come with 7-Zip installed as the default compression and encryption utility. Either utility can open any type of zip file (i.e. 7-Zip can open WinZip files and visa versa). This FYI outlines how to encrypt files using 7-Zip and WinZip.

### Steps for Encrypting Files

#### 7-Zip

1. Right-click the file(s) to encrypt.
2. Select **7-Zip | Add to archive**. The 'Add to archive' window will appear.
3. In the 'Archive' field, create a name for the new archive file and select a location to save the file by clicking .
4. In the 'Archive Format' field, select **Zip**.
5. In the 'Enter password' field, create a password (See [OCIO's Password Management Best Practices](#))
6. In the 'Reenter Password' field, confirm the password by entering it again.
7. In the 'Encryption method' field, select **AES-256**.
8. Click **OK**. The archive file will be created in the location selected in Step 3.

#### WinZip

1. Right-click the file(s) to encrypt.
2. Select **WinZip | Add to ZipFile**. The 'Add to ZipFile' window will appear.
3. In the 'Add to archive' field, create a name for the new zip file and select a location to save the file by clicking .
4. Under 'Options', select the **Encryption** checkbox.
5. In the 'Enter password' field, create a password (See [OCIO's Password Management Best Practices](#))
6. In the 'Reenter Password' field, confirm the password by entering it again.
7. In the 'Encryption method' field, select **AES-256**.
8. Click **Add**. The archive file will be created in the location selected in Step 3.

