Encrypting and decrypting files and folders using 7-Zip

The method for encrypting folders and files is the same, so this help guide will show how to do it for folders. 7-Zip is very useful for encrypting files to be sent over email; it is installed on all machines on campus.

Encrypting

b	Open		
Folder o	Pin to Quick access		
ecret thi	Add to VLC media player's Playlist		
	Play with VLC media player		
	7-Zip	>	Add to archive
	CRC SHA	>	Compress and email
	Scan with Windows Defender		Add to "Folder of secret things.7z"
S	Shared Folder Synchronization	>	Compress to "Folder of secret things.7z" and email
	Restore previous versions		Add to "Folder of secret things.zip"
	Send to	>	Compress to "Folder of secret things.zip" and email
	Cut		
	Сору		
	Paste		
	Create shortcut		
	Delete		
	Rename		
	Properties		

Step 1 - Right-click on the folder you wish to encrypt, highlight '7-Zip' on the menu and choose 'Add to archive...'

Step 2 - In the bottom-right corner of the ensuing dialog box, you will have an opportunity to add a password to the encrypted file. It is best to communicate the password with your intended recipient through another medium (e.g. a phone call) if possible. If that is not practical you should send the password in a separate email. Please be aware that IT Services **cannot** retrieve forgotten passwords.

Archive:	\\NICKEL\STAFF	\WALT405\Desktop ings.7z	p\		~	
Archive form	nat:	7z	~	Update mode:	Add and replace files	~
Compression	n level:	Normal	\sim	Path mode:	Relative pathnames	\sim
Compression Dictionary s Word size:	n method: ize:	LZMA2 16 MB 32	~	Options Create SFX arc Compress share Delete files afte	hive ed files r compression	
Solid Block	size: CPU threads:	2 GB	~ / 4	Encryption Enter password:		
Memory usa Memory usa	age for Compressing age for Decompressi	: ing:	592 MB 18 MB	Reenter password	:	
Split to volu	mes, bytes:		~	Show Passwork	d	
Parameters:	:			Encryption method	AES-256	~
			_	OK	Cancel Heln	

Step 3 - A new file will have been created with the file extension '7z'. This is the file you need to attach to your email.



Decrypting

If you have been sent a file encrypted using 7-Zip, save the attachment and follow these steps to decrypt the contents.

Step 1 - Right-click on the file you wish to decrypt, highlight '7-Zip' and select 'Extract Here". Please be aware that it is not possible to double-click on a file encrypted with 7-Zip, you have to decrypt it first.

Fold		
thin 7-Zip	>	Open archive
CRC SHA	>	Open archive
Scan with Windows Defender		Extract files
Restore previous versions		Extract Here
Send to	>	Extract to "Folder of secret things\"
Cut		Test archive
Conv		Add to archive
		Compress and email
Create shortcut		Compress to "Folder of secret things.7z" and email
Delete		Add to "Folder of secret things.zip"
Rename		Compress to "Folder of secret things.zip" and email
Properties	L	

Step 2 - Type in the password you have been given to decrypt the file and press 'Ok'. The encrypted file/folder will then appear.

	2 0% Extracting \\NICK	EL\STAFF\WAL f secret th	nings.7z	—	×
older of cret t	Elapsed time:	00:00:05	Total size:		8746
	Files:	3	Speed: Processed:		0
	Compression ratio:	Enter password	×		0
	Extracting	Enter password:			
	Folder of secret things\ Top secret plans.docx				
		Show password			
		OK	Cancel		
		Background	Pause	Cancel	