How to Create an Encrypted ZIP File

- 1. Open WinZip. (Click Start, and select All Programs, and select Winzip.)
- 2. Open the directory with the files you wish to include.
- 3. Drag the files you wish to include into the WinZip window. WinZip will prompt you to name your .zip file.

Exhibit 1, New WinZip File

📜 New WinZip File						×
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Documents Pictures Computer Network	Name	Date modified 2/23/2012 2:18 PM	Type WinZip File		Size 16 KB	
File	<u>n</u> ame: example2			▼ <u>H</u> elp	Zip files Create Cancel]

- 4. Once you have finished adding the files, select the **Encrypt** check box in WinZip.
- 5. Click the **ZIP** button on the top left of the WinZip menu.

Exhibit 2, Named WinZip File

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- 6. You will be prompted to give the file a password; this password will be used to encrypt and decrypt the contents of the .zip file.
- 7. Once you have typed the password and confirmed, click **OK.**

Exhibit 3, Encrypt Dialog Box

NOTE:	This password will remain in effect for all files that you add to or extract from this archive until the archive is closed.
PASSW	ORD POLICY: Password must be at least 8 characters long.
Enter pa	assword:
Enter pa	sssword:
Re-ente	assword: er password (for confirmation):
Re-ente	r password: r password (for confirmation): the password

You've now created an encrypted .zip file.

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Exhibit 4, Encryption Icon Displayed by Files

Extracting the Contents of an Encrypted ZIP File

To open or extract an encrypted ZIP file, you will need to enter the same case-sensitive password used to create the file.

Enter passw	vord:		
🔽 Hi <u>d</u> e the	password		

Warning! If the password needs to be shared with someone else, it should never be sent via email. It should be exchanged via phone.