# GRCC
Information Security

Purpose

Using 7-Zip to create an encrypted archive can help meet security standards and regulations when transferring files via email that contain sensitive data.
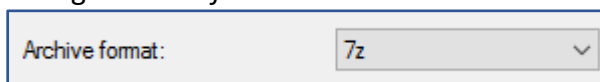
Process

How to create an encrypted 7-Zip archive with 7-Zip

- If you do not already have it installed, install 7-Zip using the GRCC Software Center or use the link found at the end of this document if you do not have access to the Software Center.

- Right click the file or folder you wish to encrypt

- 7-Zip --- Add To Archive
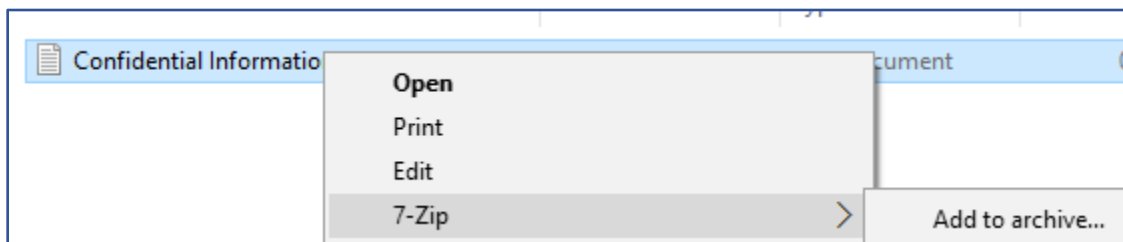
- Change *Archive format* to 7z

- Make sure *Encryption method* is AES-256 --- check *Encrypt file names* if file names contain confidential info.
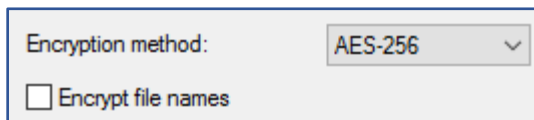
- Set a secure password e.g. S0methingLikeTh!s but choose your own and share it with the end user using a different medium such as via an sms, phone call, or a different

email address than the one you are using to email the encrypted archive.

Notice: AES-256 encrypted archives open with 7-Zip and other compatible software. It may be required that the recipient download or install the free 7-Zip software to open it.

To open an encrypted 7-Zip archive:
- Right click the .7z file
- 7-Zip --- Open archive
- Double click the files or drag them to a location.
- Enter the password that was shared to you by the sender

Do you need 7-Zip? To download 7-Zip free, navigate to
https://sourceforge.net/projects/sevenzip/files/latest/download?source=files