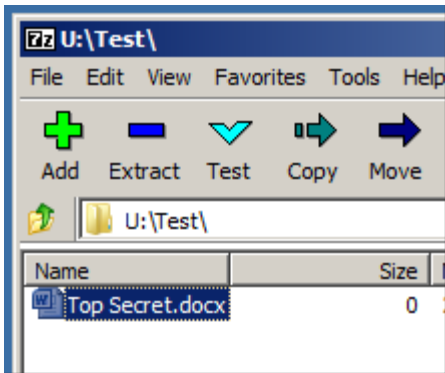


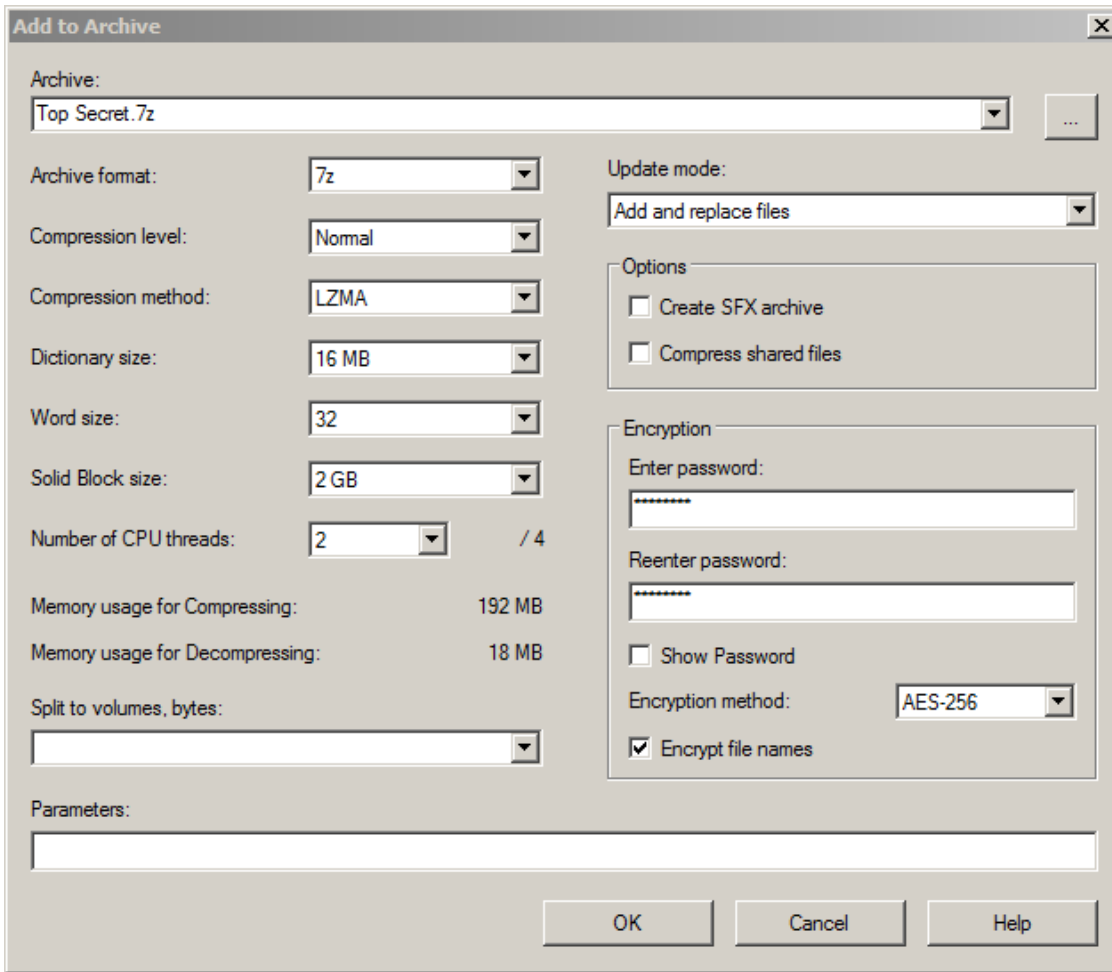
How do I Encrypt a Single File?

To Encrypt a single file, we use the application 7Zip, installed across campus. Open the application, and navigate to the folder where the file you wish to encrypt is, e.g. U:\

- Select the file, and press Add



- Change the archive format to 7z.
- Enter an encryption password, and verify it.
- Select AES-256 as the encryption method.



Press OK.

A file with the same name as your original with the extension .7z will now be in the same folder. This is your encrypted file. The recipient of the file will need to use 7zip, (free download at www.7-zip.org) and the password to read the file.7zip