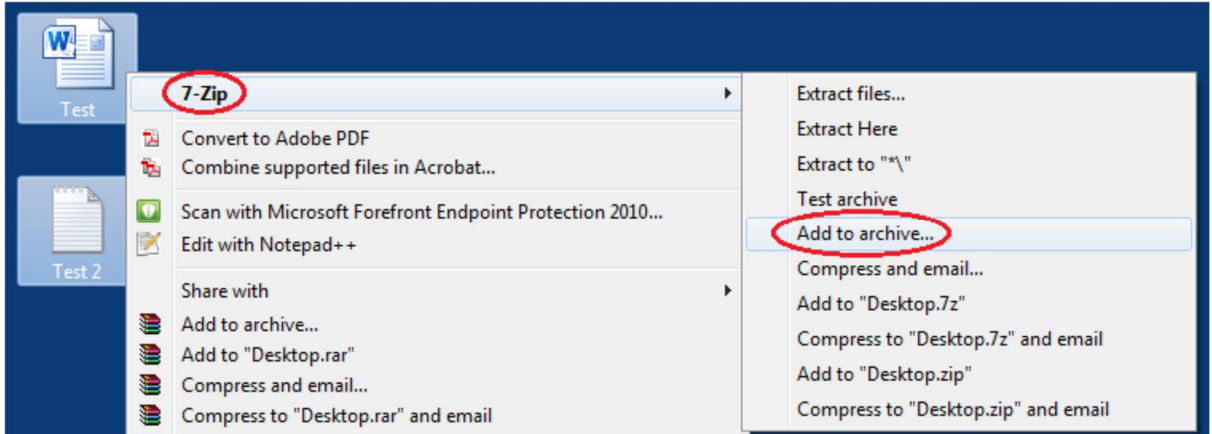
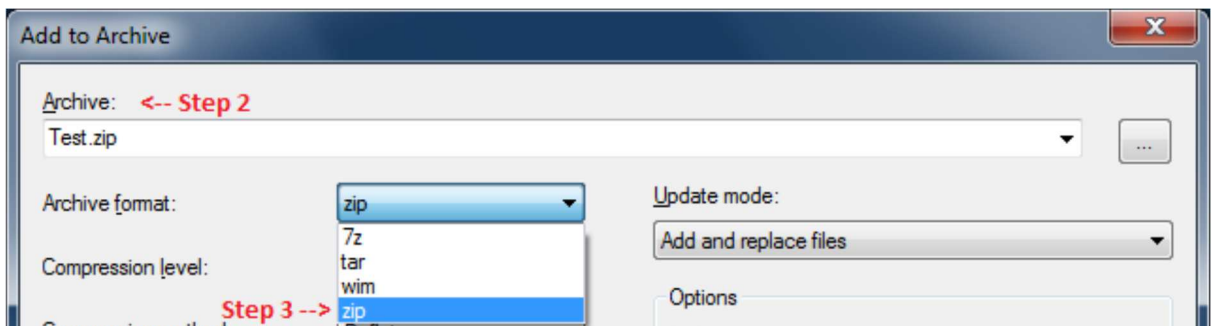


## Creating Encrypted ZIP files with 7-Zip

- 1) Select the files and/or folders you wish to zip, right click, hover to “7-Zip”, and click “Add to archive...”



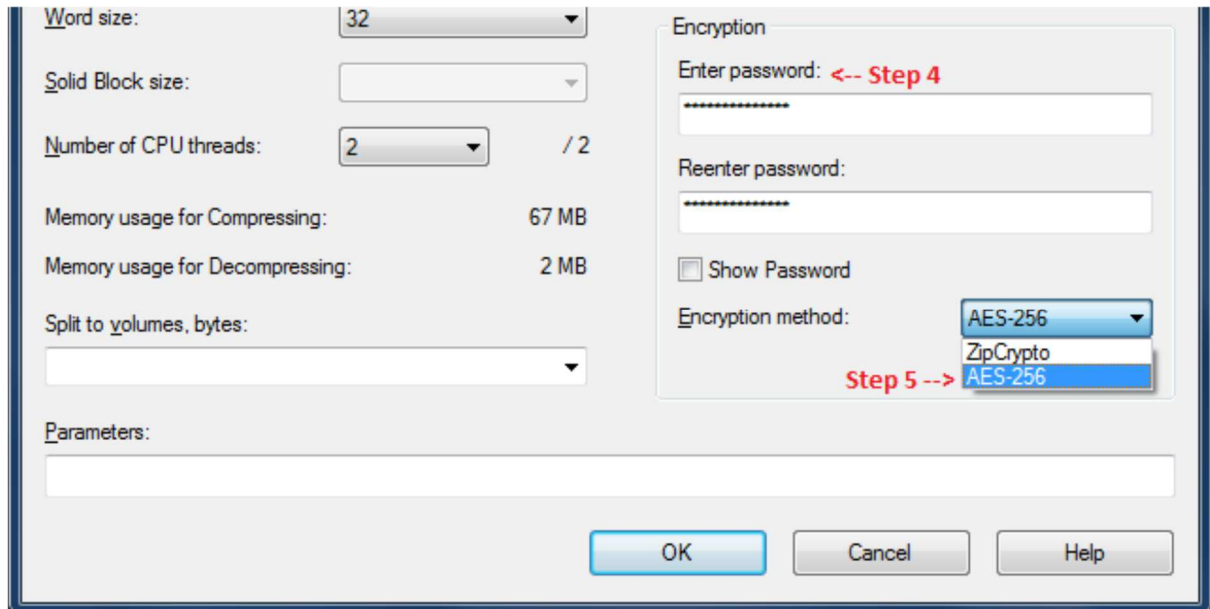
- 2) Enter the name of the ZIP file you wish to create under “Archive”. Click the button on the right if you wish to save it to another location.
- 3) Under “Archive format”, select “zip”.



- 4) Under the “Encryption” section, enter the password you’re using to protect the zip archive. We highly recommend following a strict guideline when creating a secure password, Minimum of 8-Characters with at least one capital and one number.



5) Under “Encryption method”, select “AES-256”.



6) All of the other options can be left at their defaults, unless you wish to specify otherwise.

7) Click on “OK” when finished. ZIP files by default will be saved to the same location the files you are “zipping” are located.

**\*Please note that if you forget your password, ISS cannot recover it, nor retrieve the files inside of your ZIP file\*.**

