## WinZip Utility Instructions - Zipping and Encrypting Files

- 1. Select the desired files by holding down the Control key (Ctrl) and left-clicking each individual file.
- 2. Once the highlighted files are selected, right-click to reveal the WinZip utility menu option, and select "*Add to Zip file...*" as shown in Figure 1.



Figure 1

3. Once "*Add to Zip file...*" is selected, the WinZip "**Add**" window appears, as shown in Figure 2.



- 4. Enter a filename at the end of the directory name in the "Add to archive:" field to create a zip file in the current folder or click "**Open...**" to select a different location, e.g. your desktop.
- 5. Check "Encrypt added files" under "Options" to encrypt the files.

## 6. Click "Add".

7. You will get a message indicating that the file does not exist and whether you would like to create the file. Click "**Yes**" to create the zip file.



8. Click 'OK" when the "WinZip Caution" window appears (Figure 3).

- 9. Enter a password in both the **'Enter password:**" and the **'Re-enter password (for confirmation):**" fields (see Figure 4).
- 10. Select either 128 Bit AES encryption or 256 Bit AES encryption. <u>The Zip 2.0 method does</u> not meet the HUD IT Security requirements.
- 11. Click "OK".

Note: All files that were selected for this zip file will be encrypted using the password entered in this step of the process. This password is the key to decrypting the files and must be supplied to the receiver for access to these files. The password should be given over the phone and not sent via e-mail.



12. CONGRATULATIONS! You have encrypted your first file(s). Please remember that the receiver must have a compatible version of WinZip to decrypt the files. All HUD PCs include WinZip 9.0 SR-1 as part of the PC software image.

13. After you close a decrypted file, you may get a message prompting whether to "**Update archive with this file?**" (see Figure 5) If you have made changes to the file that you would like to save, click "**Yes**". Otherwise, click "**No**".



14. The next window prompts you to **'Delete the temporarily extracted copy of the file?''** You must click **'Yes''** to this question. <u>If you do not delete the temporary file, an</u> <u>unsecure copy of the file will remain on your PC.</u>

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