How to Zip, Encrypt and E-mail a File

**Step 1:** **Right Click** on the file that you want to encrypt using WinZip.



**Step 2:** Hover your mouse over **WinZip,** and then on **Zip and** **E-Mail Plus,** and clickon **Zip and E-Mail Plus**



**Step 3:** Click “**Encrypt Zip file**” Check Box and then **Click OK.**



**Note**: You can change the file name here by checking “**Use this name**” and entering in a file name.

**Compression type:** You can use either type of compression; however, you may need to use Zip vs. Zipx for recipients who use older versions of Winzip.

**Step 4:** Type in a password. The password must be at least 8 characters long, and should include both numbers and letters. Click the **OK** button to continue.



 Note: You can uncheck the “**Hide the password**” Check box to view your password as you are typing it.

Leave the default selection for the Encryption method as “**128-Bit AES” (strong)**.

**Step 5: Email the file to the recipient.** A dialogue box will open and insert the encrypted file into a new email message. Email the file to the recipient and inform them of the password preferably by phone.

