

7-zip User Guide

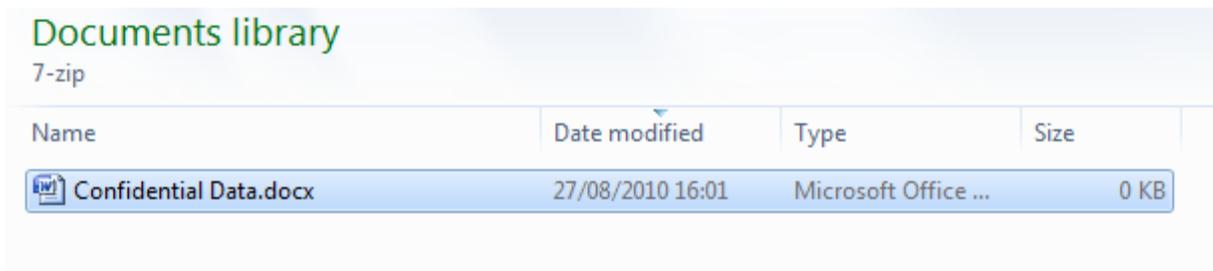
If necessary download and install 7-zip, a free compression and encryption application.

<http://www.7-zip.org/>

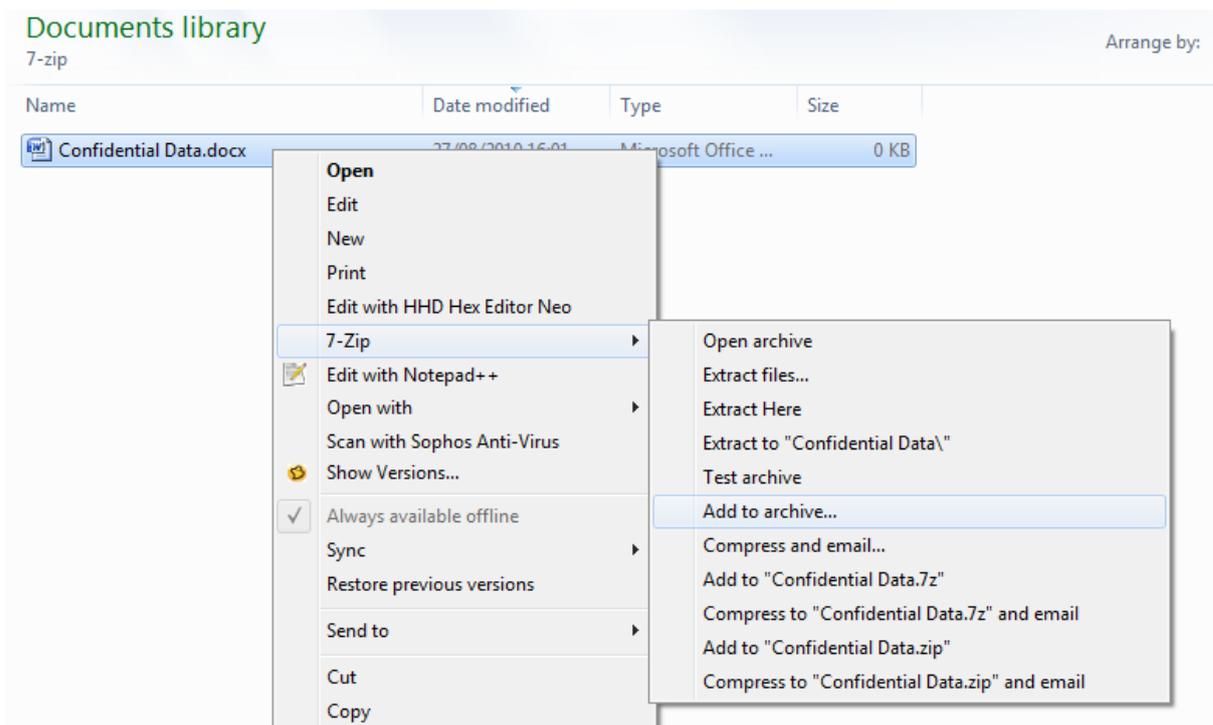
N.B. 7-zip is installed on all current SSD systems.

Encrypting Confidential Data

Browse to the file, files or directory that you wish to encrypt and select them.

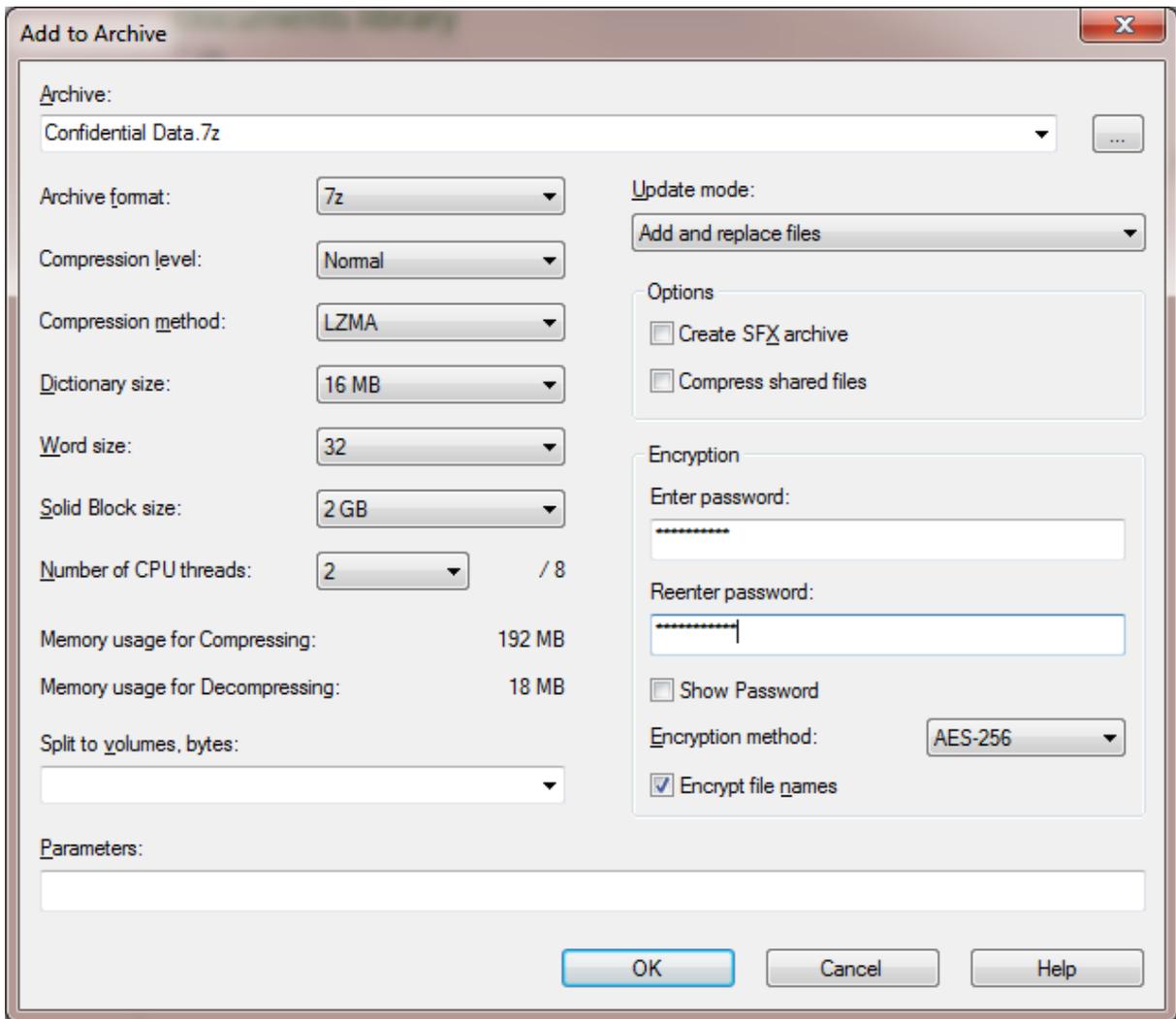


Right click on the selected items and then select 7-zip -> Add to archive...



It is recommended that the following options are selected.

- Archive format: 7z
- Encryption method: AES-256
- The password must conform to the University Password Policy
- Encrypt file names (not available for zip archives)



You should then have a compressed and encrypted archive of your data.

Documents library
7-zip

Name	Date modified	Type	Size
Confidential Data.7z	27/08/2010 16:11	7Z File	1 KB
Confidential Data.docx	27/08/2010 16:01	Microsoft Office ...	0 KB