How to send an encrypted file with 7-Zip

1. In Windows Explorer, right click on the file(s) you wish to compress and encrypt.

2. Select "7-zip" and "Add to archive ..."

Open Edit		
7-Zip	•	Add to archive
Edit with Notepad++ Scan with System Center Endpoint Protection Open with Share with Send to Cut Copy Create shortcut Delete Rename Properties	Þ	Compress and email Add to "Private document.7z" Compress to "Private document.7z" and email Add to "Private document.zip" Compress to "Private document.zip" and email

3. In the parameter window:

Add to Archive						
Archive:						
Private document.7z	Private document.7z.					
Archive format:	7z 🔹	Update mode:				
Compression level:	Nomal V	Add and replace files V				
Compression method:	LZMA V	Options				
Dictionary size:	16 MB 🗸	Compress shared files				
Word size:	32 🗸	Encryption				
Solid Block size:	2 GB 🗸	Enter password:				
Number of CPU threads:	2 4	Reenter password:				
Memory usage for Compressing	g: 192 MB					
Memory usage for Decompress	sing: 18 MB	Show Password				
Split to volumes, bytes:		Encryption method: AES-256				
	~	Encrypt file names				
Parameters:						
OK Cancel Help						

- 3.1. change the archive format **7z**
- 3.2. change the encryption method to the robust **AES-256**
- 3.3. enter a strong **password**
- 3.4. leave the rest of the options as default
- 3.5. click OK
- 4. Once the archive is created, you can share it, as well as the password used to create the archive. **Please send the password through a separate email** (from the same email address you used to share the archive).