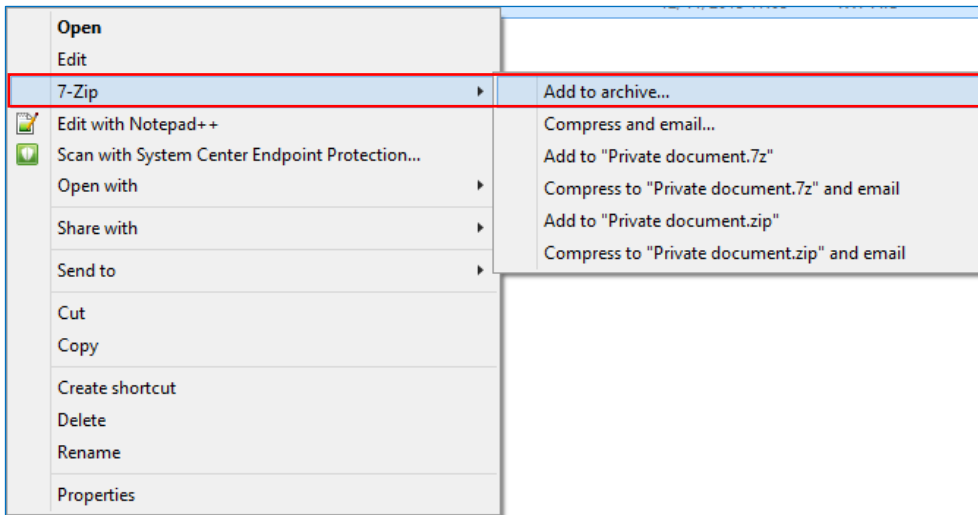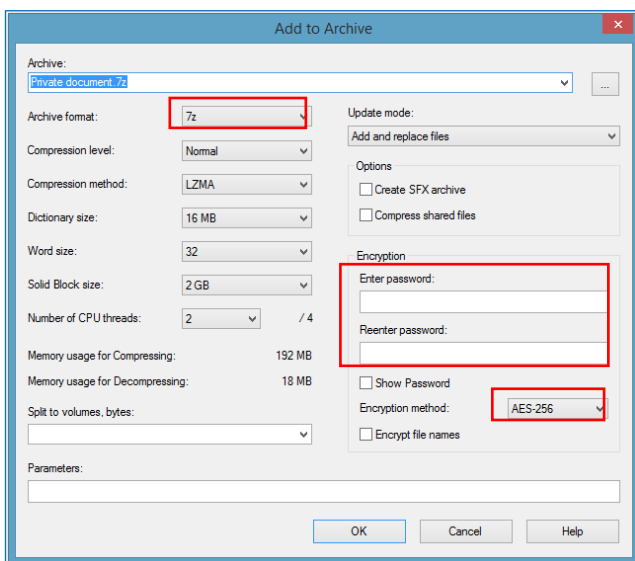# How to send an encrypted file with 7-Zip

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

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

3. In the parameter window:

    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).