

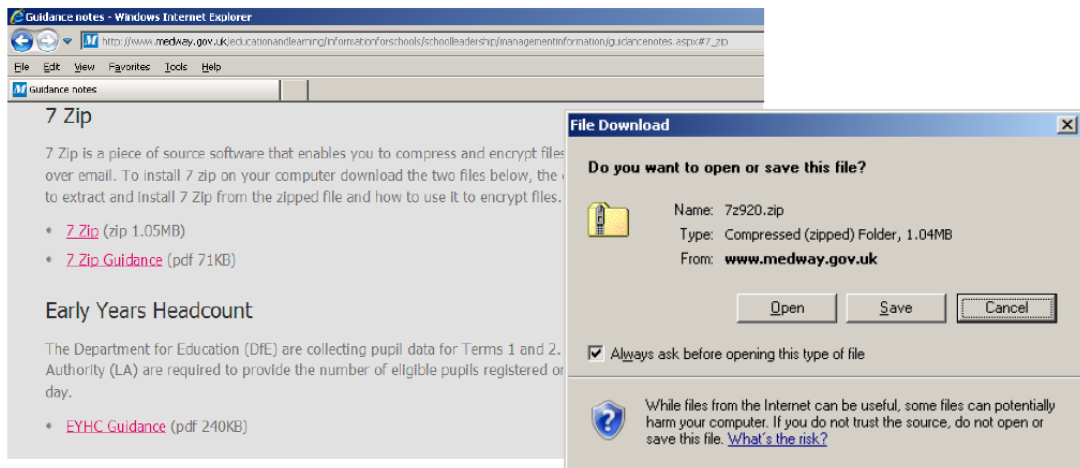
**DUE TO EMAIL SECURITY PROTOCOLS INTRODUCED IN APRIL 2015
ALL FILES MUST NOW BE ENCRYPTED AND PASSWORD PROTECTED USING 7zip.**

Files using normal zip are being blocked by the security net and do not make it through to us. If you send in a zip file or an unprotected file, you will be asked to send it again.

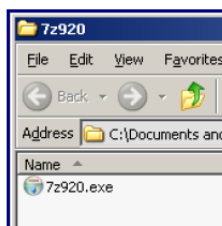
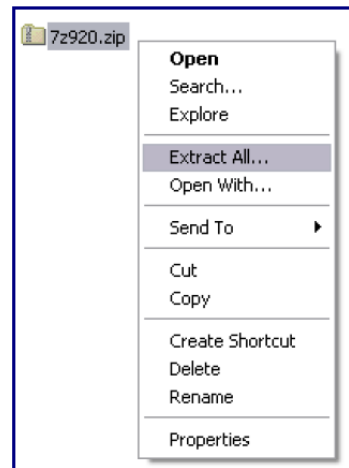
7-Zip

Downloading & Installing 7-Zip Programme

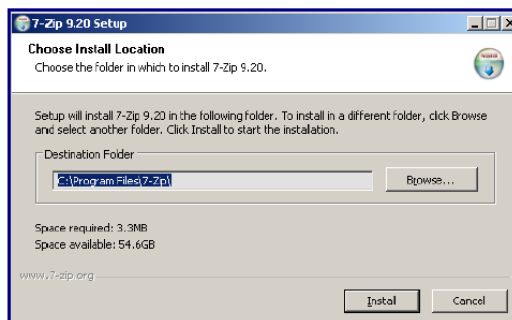
When you click on the [7 Zip](#) link a download box will open, asking if you want to Open or Save the file. Choose Save, and it's probably easiest to tell it to save it to the Desktop.



After downloading the zipped 7 Zip file, the first thing you will need to do is extract the exe file. To do this right click on the file, select Extract All and follow the on screen instructions. This will place an unzipped copy of the file next to the original, and should finish by showing you the 7zip exe file.



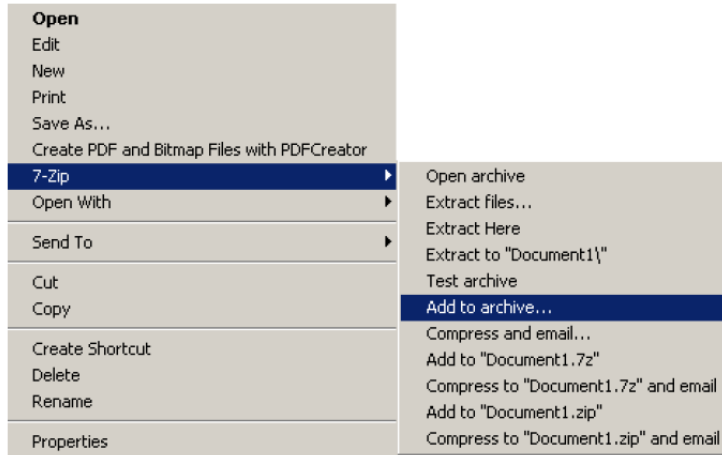
Now all you need to do is double click on the exe file and run it to install 7 Zip onto your computer.



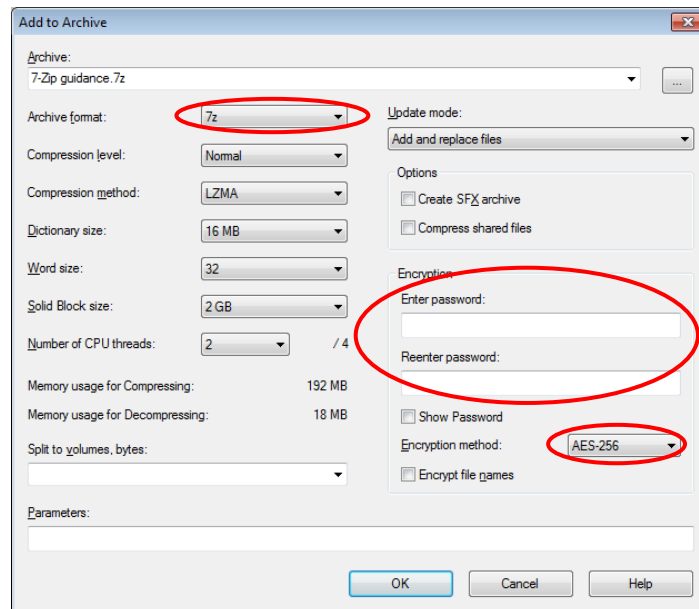
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How to encrypt ZIP files securely using 7-Zip

1. Right click on the files or folder you wish to compress and encrypt, and select 7-Zip, and then select Add to archive



2. Change the Archive format 7z
3. Change the encryption method to the robust AES-256
3. Enter and then Reenter your password (to cut down on typing errors)
You can now click OK, the rest of the options can be left as default.



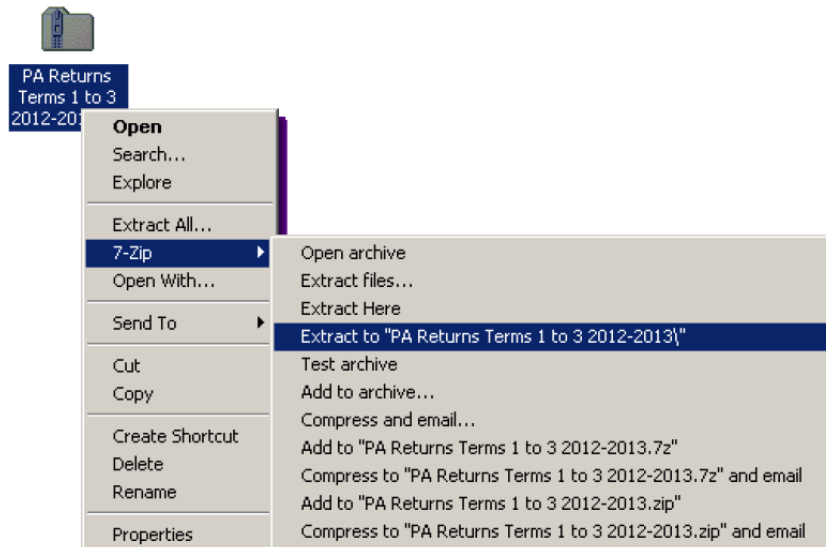
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Decrypting and opening 7-ZIP files

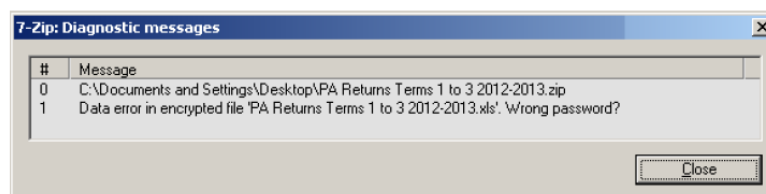
1. Simply right-click on the zipped file you want to open, and select 7-Zip, and then select Extract to ... (it will automatically pick a name)



2. Then you will be prompted to enter the password.



3. If you have used an incorrect password, it will tell you so, and after confirming the password with the sender, you will have to start from step 1 above again.



7-Zip

Important Notes

Zippping Files

As default 7-Zip installs itself to with “explorer extensions” that allow you to right click on items on the desktop or in windows explorer to compress files.

7-Zip has its own file format which is more efficient at compressing files than the standard zip extension, but this means that the person you are sending the file to will also have to use 7-Zip to open it again.

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Password Protecting Files

Password protecting data is very important, and choosing a good password is also as important, as your data will still be vulnerable to a “dictionary attack” where an attacker cycles through common passwords such as “Love”, “Password” , “12345” etc.

To protect from this, simply make your password a mixture of numbers and letters rather than simply a single word. One way to protect from this would be to use a randomly generated password or use asymmetric encryption.

Sometimes the MI team may suggest that you encrypt a file using a particular password that we already have a note of, such as your S2S username or password.

If you have problems with any of the above
please contact a member of the MI Team
using the details provided below.

maninfo@medway.gov.uk

01634 331048

01634 331068