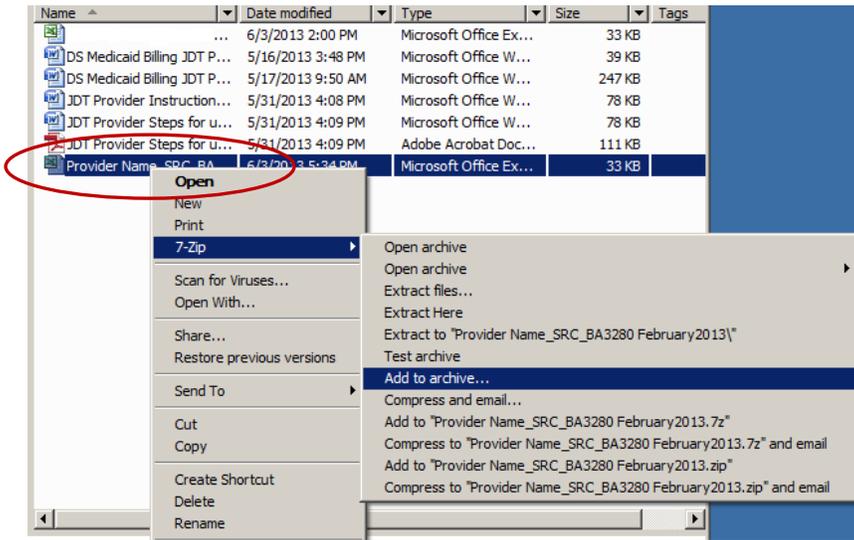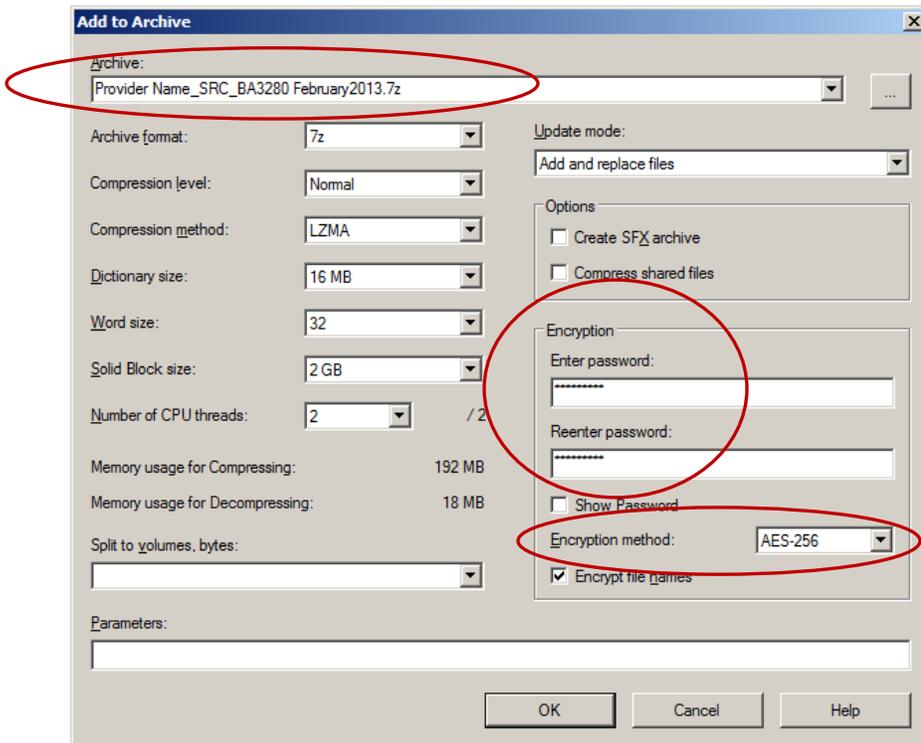# How to Create an Encrypted file using 7-Zip

Encryption

1. Right click on the files you wish to compress and encrypt. Select 7-zip and then Add to archive.
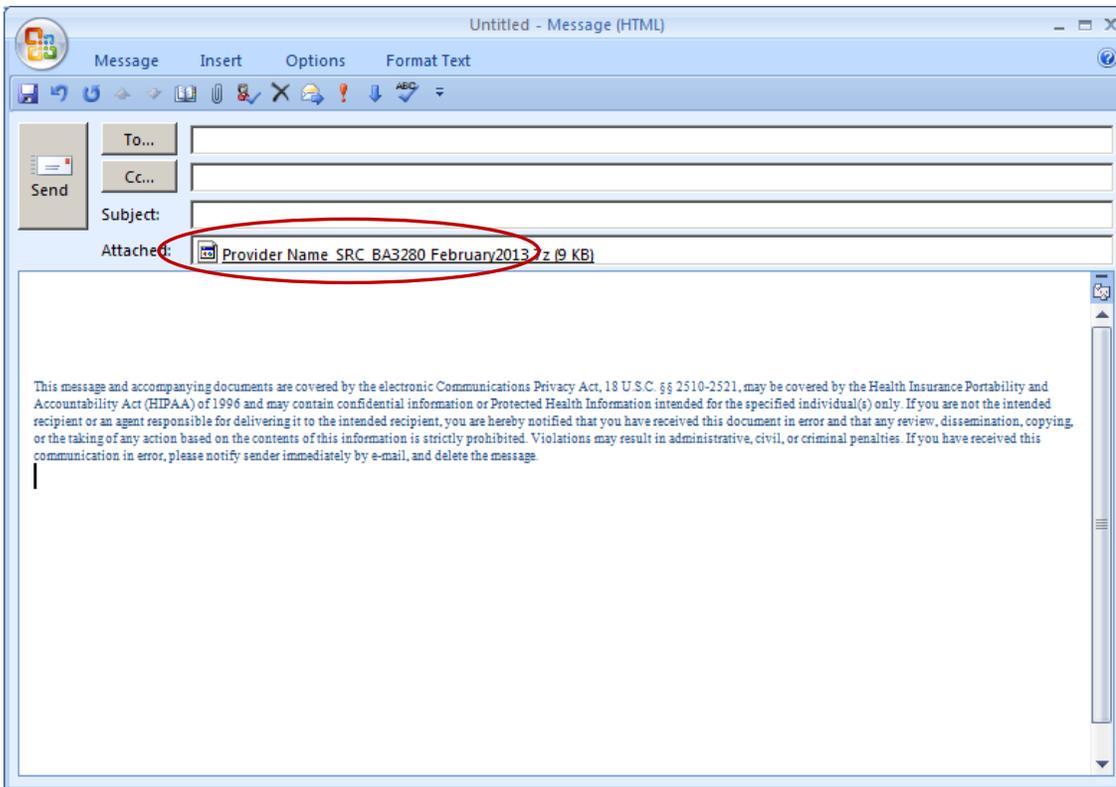

2. Change the Archive format to 7z, then change the encryption method to the robust AES-256, thirdly enter your password. Then click OK. The rest of the options can be left as default.

The compressed encrypted file will be encrypted in 7Z format and saved in the folder that you are working in.

3. You can attach the 7Z file to an email and send it to a recipient. The recipient must know the document password to open and decrypt the file.
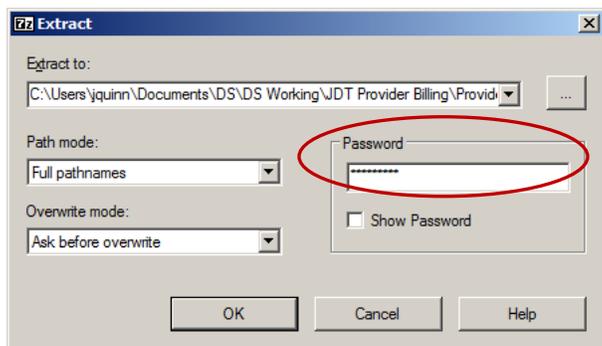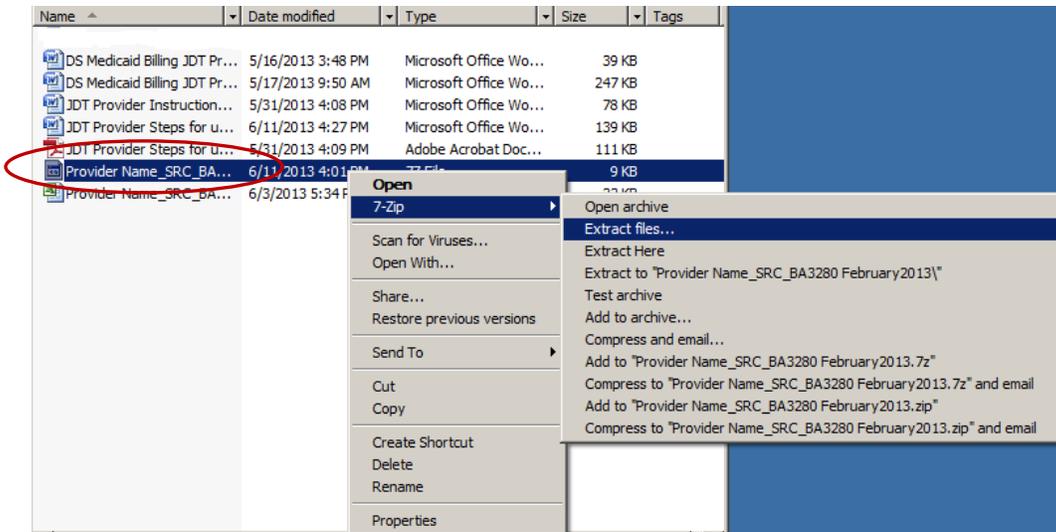
How to Open (Decrypt) a file using 7-Zip

File Received via Email
 Save the 7z document attached to the email to your computer and then Decrypt it using 7-zip so the document can be opened and updated. You must know the password that the sender used to decrypt and open the file.

Decryption
1. Locate the file saved on your computer, Right-click on the file, select 7-zip and then select Extract Files, enter the password when requested.

2. A folder will be created when the file is Extracted, the updated file will be located in this folder.