

2016

WinZip – User Guide



WINZIP
Confidential Data
File Sharing
Encryption Guide

This document provides guidance for users of the WinZip software installed on University of Wolverhampton managed staff devices as part of the Information Security Project 2015 rollout.

Further guidance and assistance can be obtained by contacting the ITS Service Desk (ext.2000).

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WINZIP TOOLS

The University of Wolverhampton Information Security Committee identified security issues with staff sharing confidential data via email or uploading to cloud services. To resolve these issues and to keep in accord with the [University of Wolverhampton - Policies and Regulations](#) the committee have determined that all confidential data that is shared must be encrypted and password protected. Encryption of confidential data also provides protection from theft or loss of sensitive data and meets the current [Information Commissioners Office](#) guidance on data handling and confidentiality.

The security of your data depends not only on the strength of the encryption method but also on the strength of your password, including factors such as length and composition of the password. Security also depends on the measures you take to ensure that your password is not disclosed to unauthorized third parties.

The University provides 256-bit AES encryption standard provided by the WinZip encryption tool. This meets all current NHS and UK government standards for the storing and sharing of sensitive data.

IMPORTANT NOTE - LIMITS OF EMAIL ATTACHMENT SIZE

Email attachments have a size limit which is generally applied across all email services. The limit is applied both by the sender and the recipients email service. Therefore the first question that should be asked: **'Is the attachment less than 5 MB?'**

If the Zip file size is less than 5 MB then simply attach the Zip file to your email as you would a normal attachment, remember to send the recipient the password to open the file if you have encrypted the Zip file.

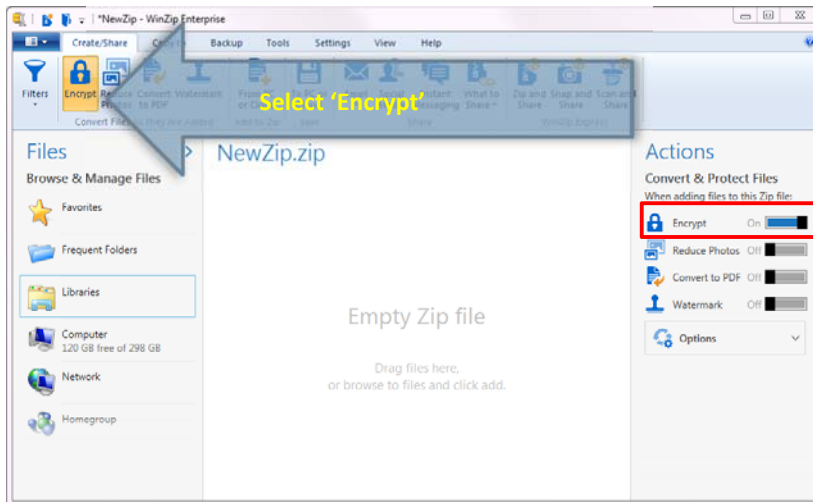
HOW DO YOU ENCRYPT FILES IN A ZIP FILE WITH WINZIP?

WinZip is a software tool that allows you archive and compress files so that you can store or distribute them more efficiently. The file types associated with WinZip are Zip files (.zip or .zipx) which are single files, which contain one or more compressed files. Zip files make it simple to keep files together and make transporting, e-mailing, downloading and storing data and software faster and more efficient.

WinZip gives you a choice of methods of how to encrypt files. This user guide will provide guidance on how to do so.

METHOD 1 – CREATING NEW ZIP FILE WITH ENCRYPTION - USING WINZIP

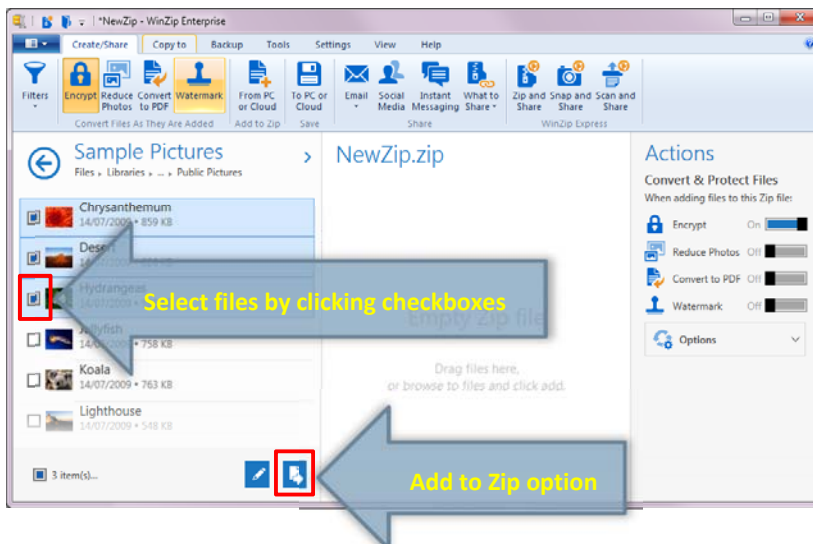
1. Launch WinZip from the Start menu.
2. Select the **Create/Share** ribbon tab and select **Encrypt**.



ENCRYPT

You will see that the Encrypt icon under Actions pane has now moved to 'on' position

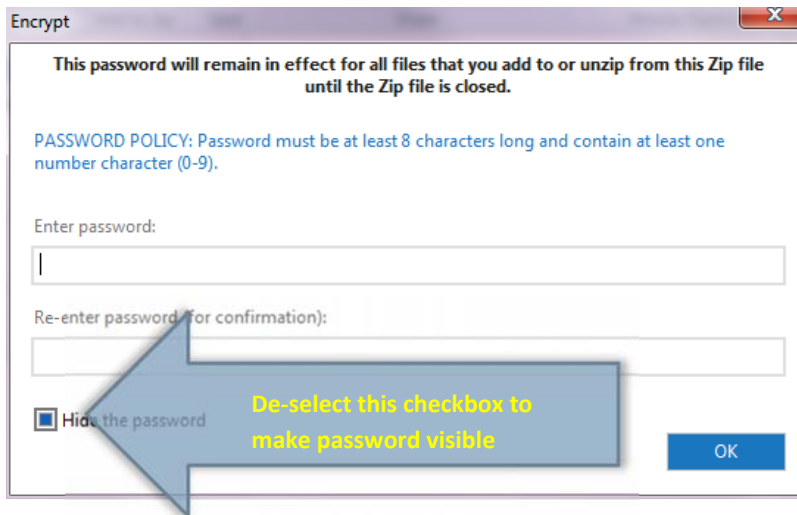
3. Find the file(s) you want to encrypt using the "Files" pane on the left hand side of the screen. You can select multiple files by selecting the checkboxes next to the file names



SELECT FILES

Click and drag the files to the section labelled "NewZip.zip" or select the **Add to Zip** icon

- You will be prompted to enter a password, click **OK** when complete

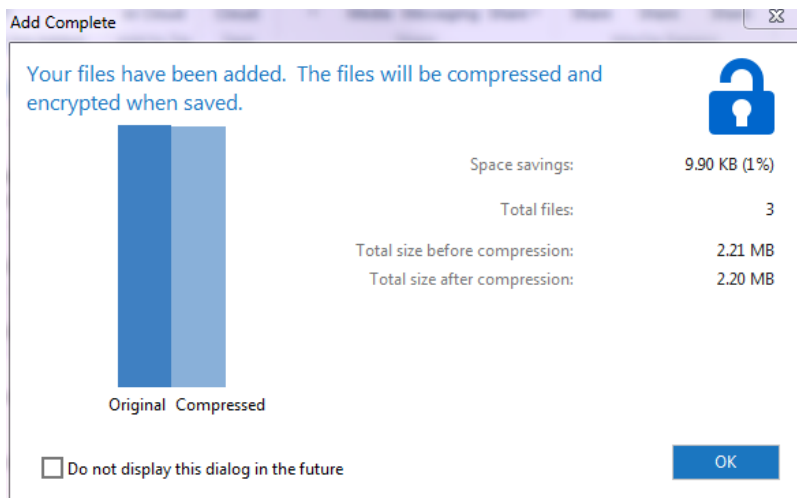


PASSWORD

Password requires 8 characters, including at least one number.

Example: abghrlq7

- Click **OK** at the below prompt which details the size of the file:

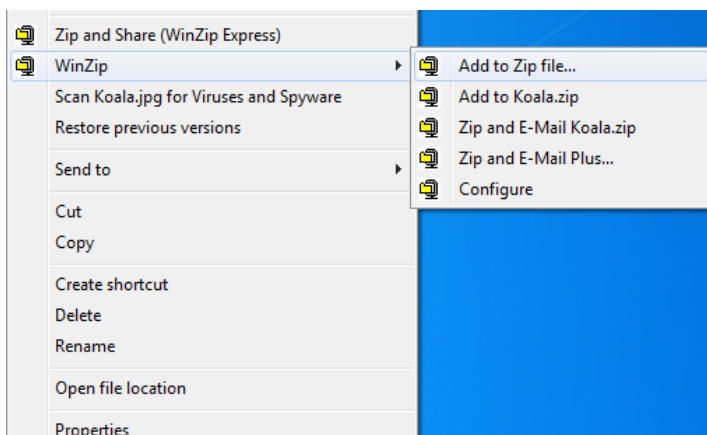


- Save the file and exit.

METHOD 2 – CREATING NEW ZIP FILE WITH ENCRYPTION - USING WINZIP QUICK MENU

NOTE: This method will only work if all files that need to be encrypted are in the same location

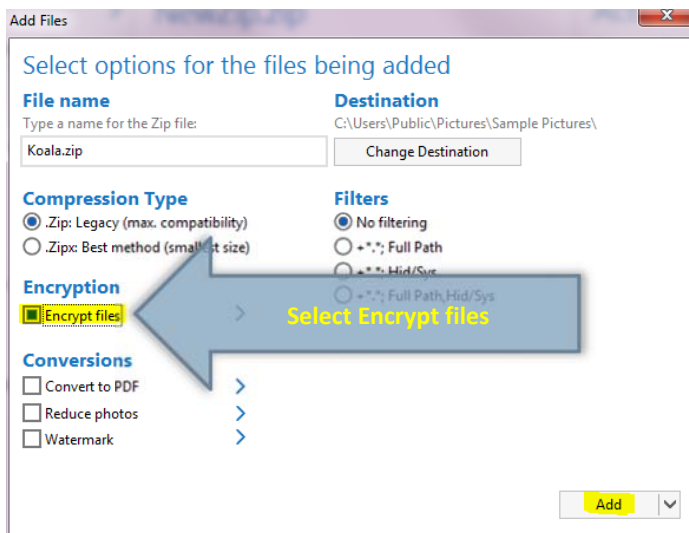
1. Via the Start Menu browse to the file(s) that needs to be encrypted and converted into a Zip file, select the file(s) by single right-click and you will be presented with a quick menu as per below. *If you need to select multiple files then hold the Ctrl key on your keyboard and single click on the relevant files.*



QUICK MENU

Select WinZip and then select Add to Zip file

2. You will be presented with the Add Files screen prompt:

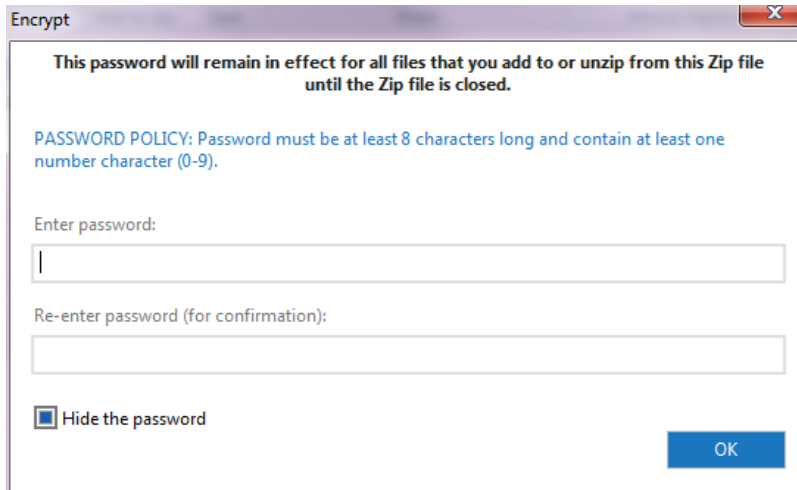


ADD FILES

Amend file name and destination as necessary.

Ensure **Encrypt files** and click **Add**

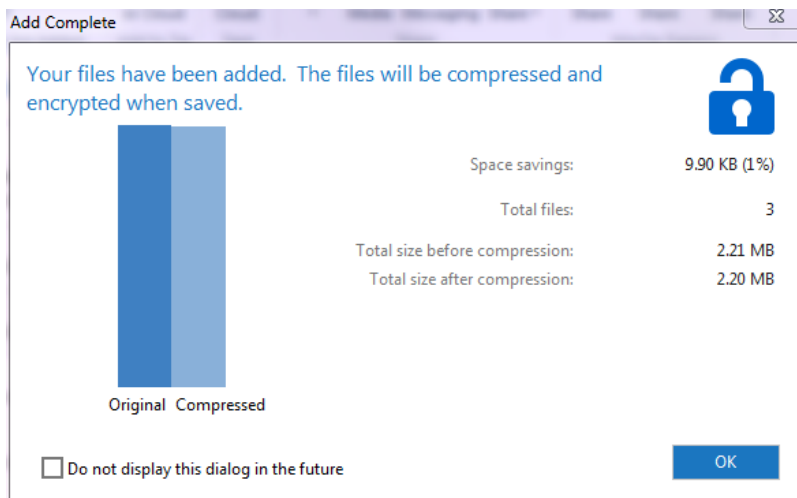
3. You will be prompted to enter a password, click **OK** when complete



PASSWORD

Password requires 8 characters, including at least one number.
Example: abghrlq7

4. Click **OK** at the below prompt which details the size of the file:



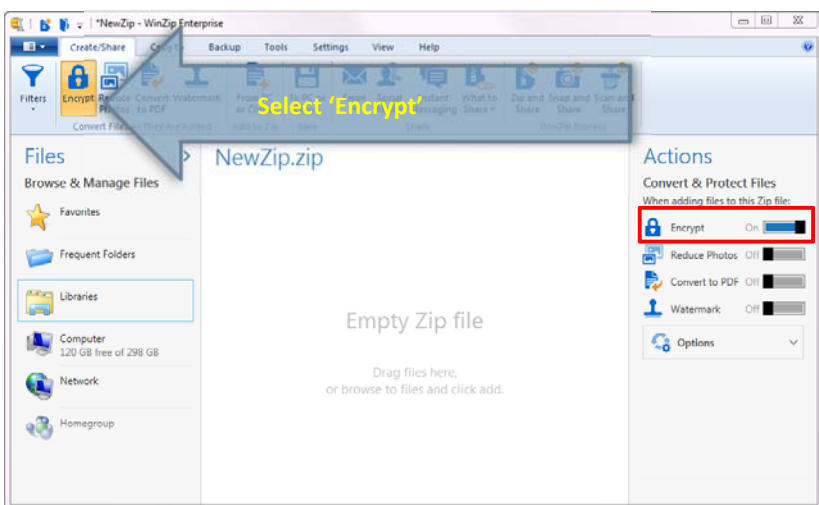
5. The zip file will automatically be saved in the directory of where the files have been selected from

ATTACH A WINZIP ENCRYPTED FILE TO AN EMAIL

There are multiple methods to attach an encrypted Zip file to an email.

METHOD 1 – ATTACH AN ENCRYPTED ZIP FILE TO AN EMAIL – USING WINZIP

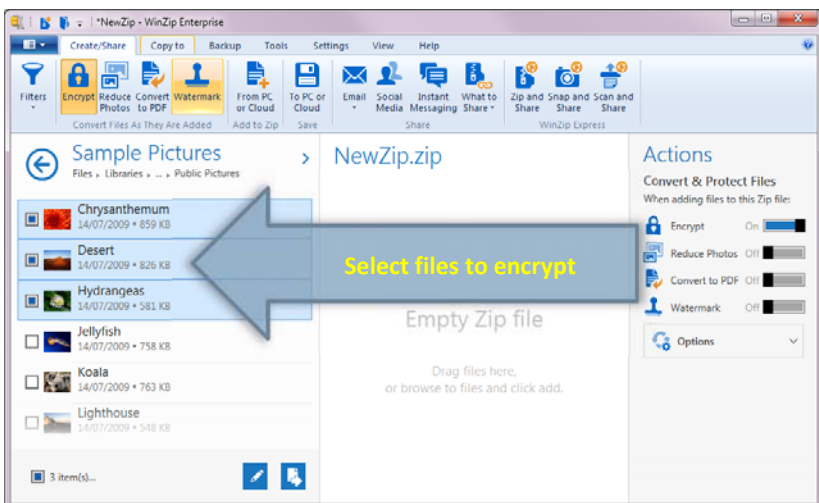
1. Launch WinZip from the Start menu.
2. Select the **Create/Share** ribbon tab and select **Encrypt**:



ENCRYPT

You will see that the Encrypt icon under Actions pane has now moved to 'on' position

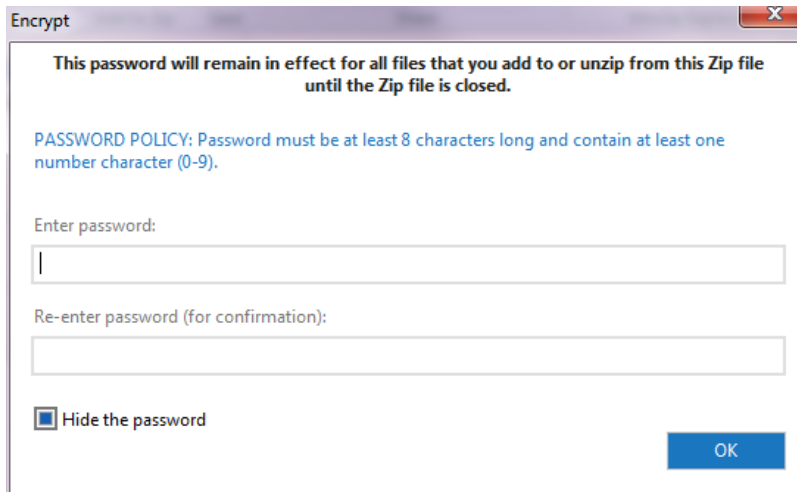
3. Select and add necessary file(s) to the empty Zip file:



SELECT FILES

Click and drag the files to the section labelled "NewZip.zip"

4. You will be prompted to enter a password, click **OK** when complete

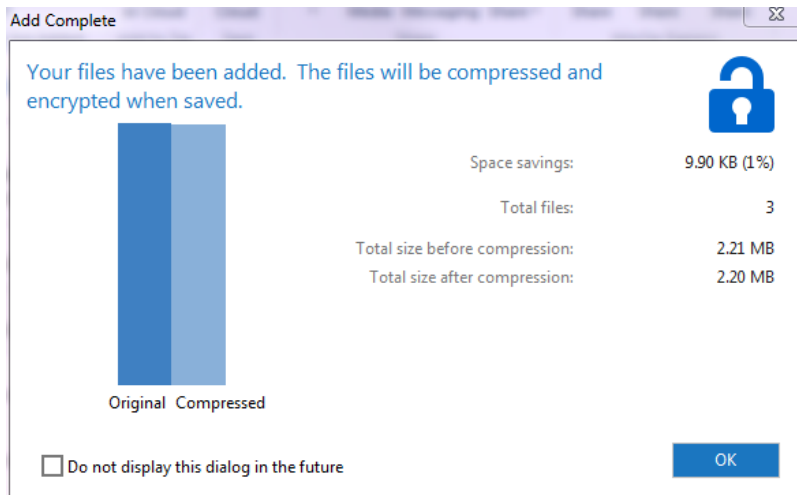


PASSWORD

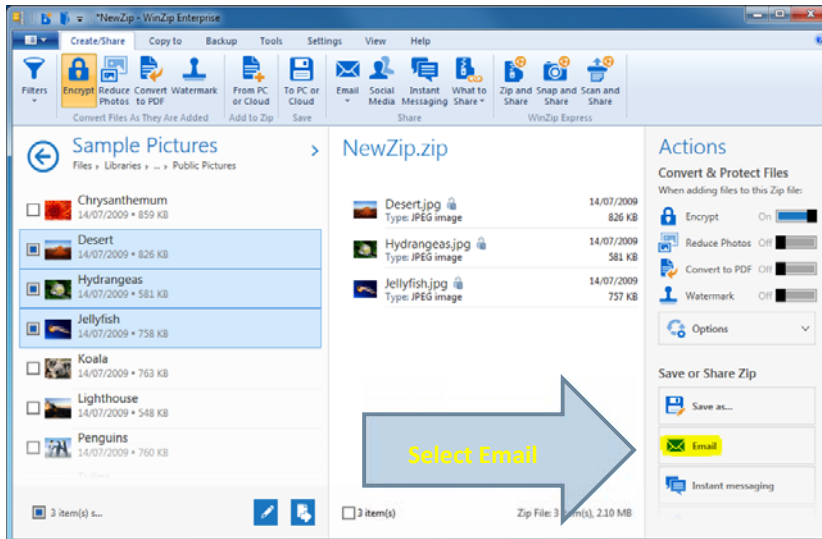
Password requires 8 characters, including at least one number.
Example: abghrlq7

PLEASE NOTE: Record password for sharing with the recipient of the file

5. Click **OK** at the below prompt which details the size of the file:



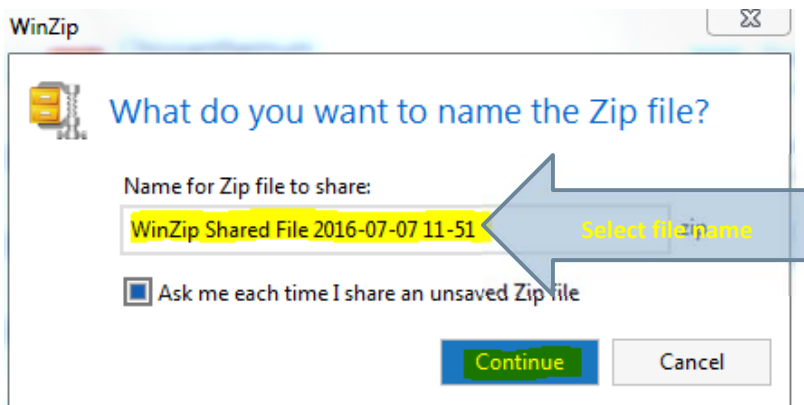
6. Your files are now ready to be shared via email:



ATTACH TO EMAIL

The Email option is located in the Actions section of WinZip

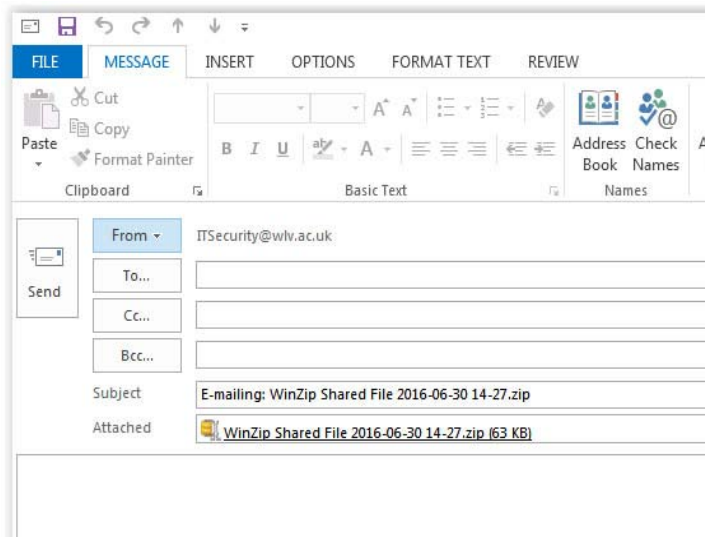
7. You will be displayed with the following prompt:



FILE NAME

Select a suitable file name for your encrypted file and click **Continue**

8. The encrypted file is now attached to an email and you can complete the message:



FILE ATTACHED

WinZip attaches the file to an email message ready for sending.

Remember...!

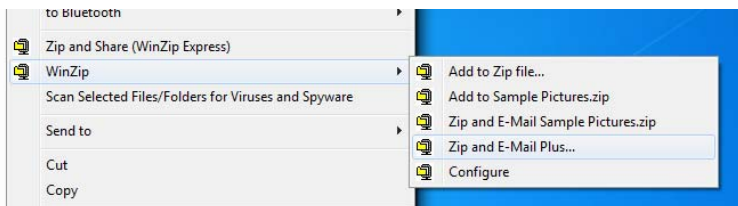
You need to supply the recipient with the password for the encrypted file – You need to supply the recipient with the password for the encrypted file – **Always send password to recipient in a separate email.**

See the [Information Governance – User Guide](#) for additional information and [Policies and Regulations - University of Wolverhampton](#)

9. Save Zip file if required and exit WinZip

METHOD 2 – ATTACH AN ENCRYPTED ZIP FILE TO AN EMAIL – USING WINZIP QUICK MENU

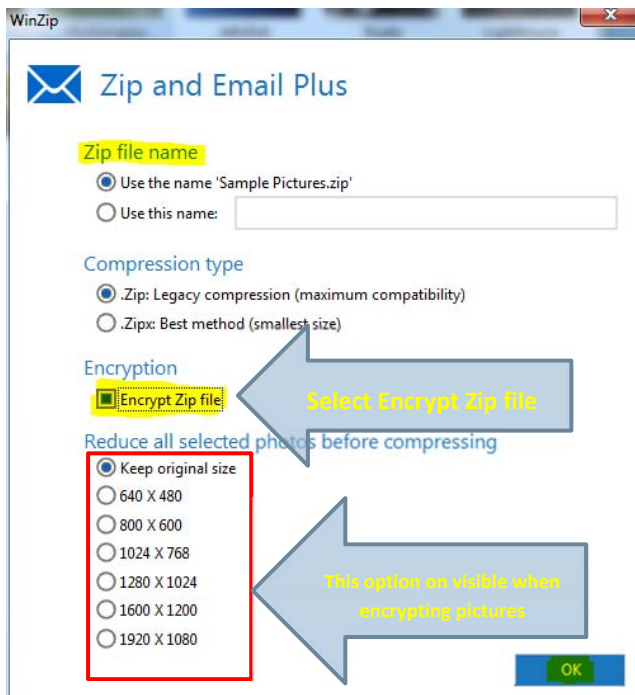
1. Open Windows Explorer and browse to file(s) that needs to be encrypted and converted into a Zip file:



FILE SELECTION

Right-click the file(s) and select **WinZip**, select **Zip and Email Plus...**

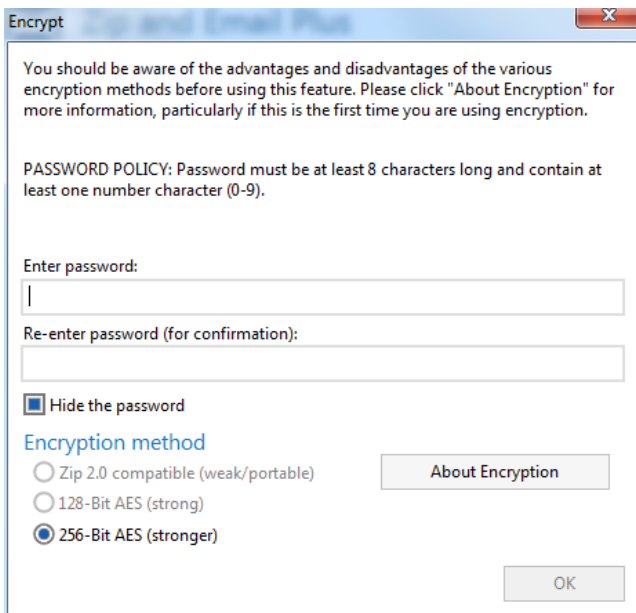
2. You will be displayed with the following screen, amend the filename if required, select **Encrypt Zip file** and click OK



ENCRYPT FILE

Select compression type base on files selected for Zip file

3. The following screen will be displayed, enter a password and click **OK**:

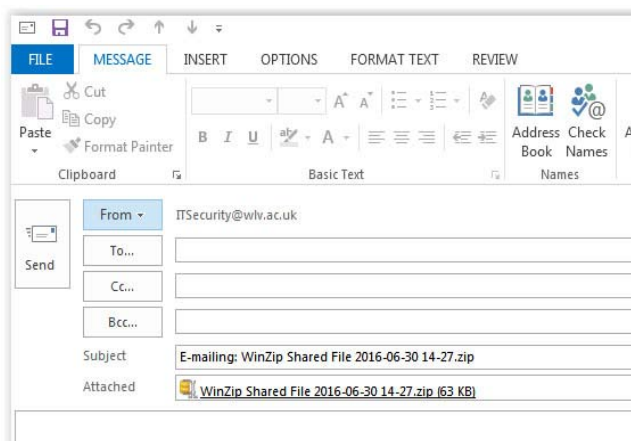


PASSWORD

Password requires 8 characters, including at least one number.

Example: abghrlq7

4. The encrypted file is now attached to an email and you can complete the message:



FILE ATTACHED

WinZip attaches the file to an email message ready for sending.

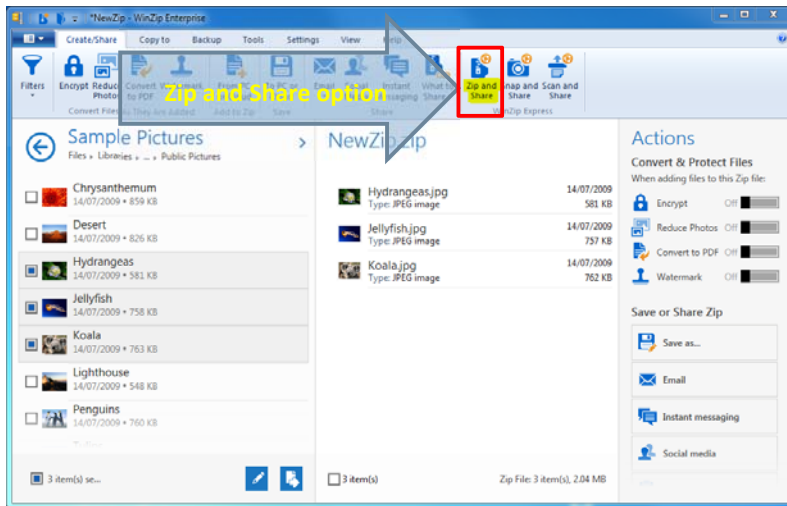
Remember...!

You need to supply the recipient with the password for the encrypted file – **Always send password to recipient in a separate email.**

See the [Information Governance – User Guide](#) for additional information and [Policies and Regulations - University of Wolverhampton](#)

METHOD 3 – ATTACH AN ENCRYPTED ZIP FILE TO AN EMAIL – USING WINZIP EXPRESS

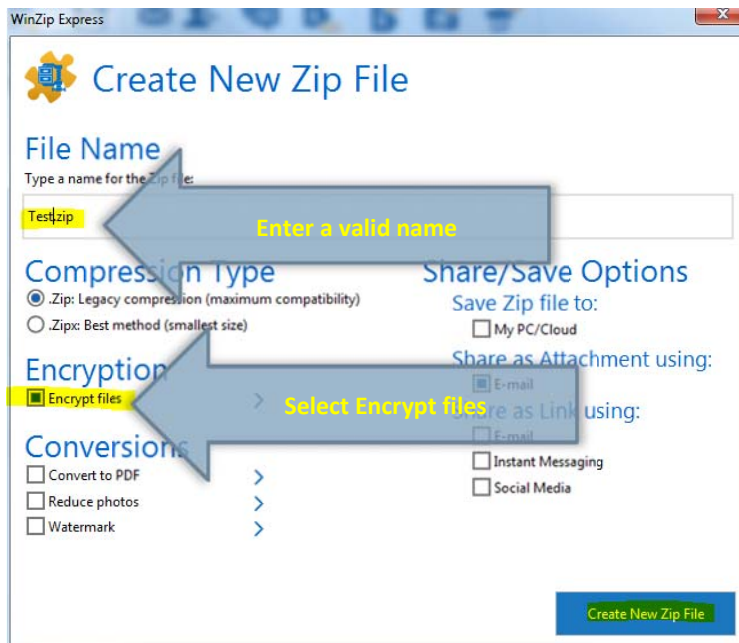
1. Launch WinZip
2. Select and add necessary file(s) to the empty Zip file:



ZIP AND SHARE

Select **Zip and Share** from the Create/share ribbon tab

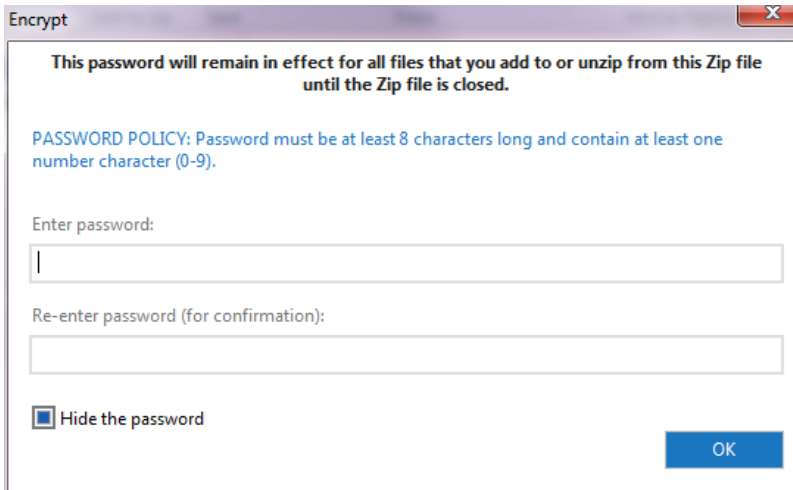
3. You will be presented with the Create New Zip File screen prompt:



CREATE NEW ZIP FILE

Ensure **Encrypt files** is selected and click **Create New Zip File**

4. You will be prompted to enter a password, click **OK** when complete

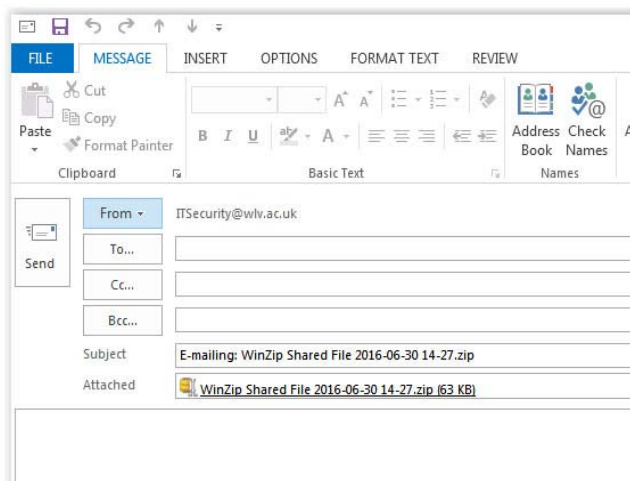


PASSWORD

Password requires 8 characters, including at least one number.

Example: abghrlq7

5. The encrypted file is now attached to an email and you can complete the message:



FILE ATTACHED

WinZip attaches the file to an email message ready for sending.

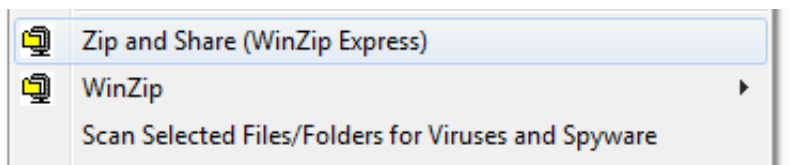
Remember...!

You need to supply the recipient with the password for the encrypted file – **Always send password to recipient in a separate email.**

See the [Information Governance – User Guide](#) for additional information and [Policies and Regulations - University of Wolverhampton](#)

METHOD 4 – ATTACH AN ENCRYPTED ZIP FILE TO AN EMAIL – USING WINZIP EXPRESS QUICK MENU

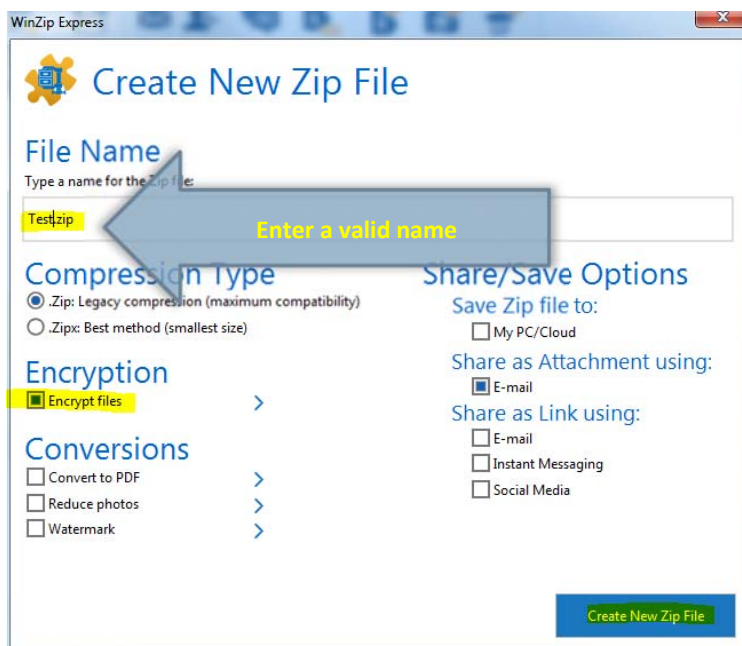
1. Open Windows Explorer and browse to file(s) that needs to be encrypted and converted into a Zip file:



FILE SELECTION

Right-click the file(s) and select **Zip and Share (WinZip Express)**

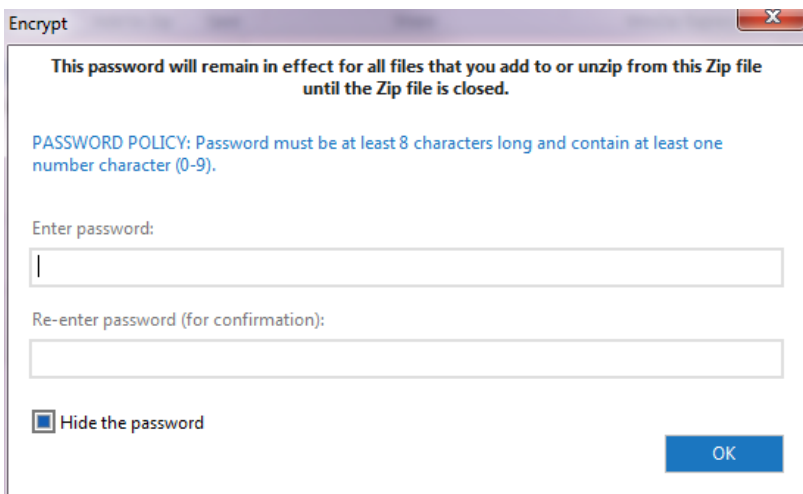
2. You will be presented with the Create New Zip File screen prompt:



CREATE NEW ZIP FILE

Ensure **Encrypt files** is selected and click **Create New Zip File**

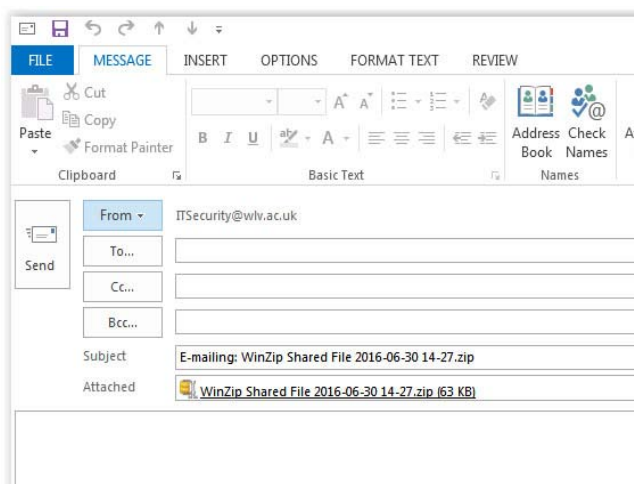
- 3. You will be prompted to enter a password, click **OK** when complete



PASSWORD

Password requires 8 characters, including at least one number.
Example: abghrlq7

- 6. The encrypted file is now attached to an email and you can complete the message:



FILE ATTACHED

WinZip attaches the file to an email message ready for sending.

Remember...!

You need to supply the recipient with the password for the encrypted file – **Always** send password to recipient in a separate email.

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