

Windows Operating System 7-Zip Instructions

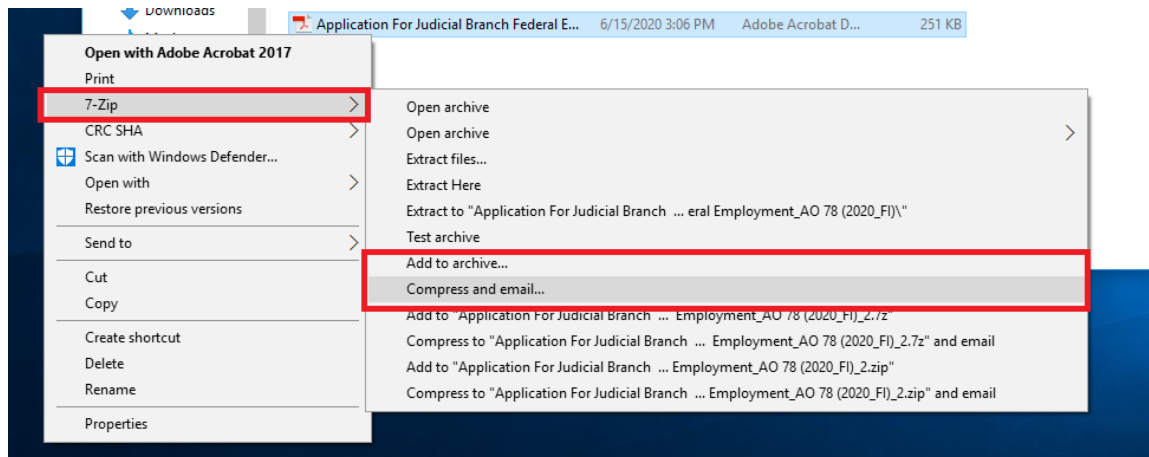
1. Download and Install **7-Zip**. <https://www.7-zip.org/download.html>

Unless you have a 32bit computer (which is uncommon), please download the highlighted choice.

Download 7-Zip 19.00 (2019-02-21) for Windows:

Link	Type	Windows	Description
Download	.exe	32-bit x86	7-Zip for 32-bit Windows
Download	.exe	64-bit x64	7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)
Download	.7z	x86 / x64	7-Zip Extra: standalone console version, 7z DLL, Plugin for Far Manager
Download	.7z	Any	7-Zip Source code
Download	.7z	Any / x86 / x64	LZMA SDK: (C, C++, C#, Java)
Download	.msi	32-bit x86	(alternative MSI installer) 7-Zip for 32-bit Windows
Download	.msi	64-bit x64	(alternative MSI installer) 7-Zip for 64-bit Windows x64 (Intel 64 or AMD64)

2. If you have multiple files to send, right click on the desktop, select new and select folder, then place the items you want to send into that folder. On the file / folder that you want to send, right click – mouse over 7-Zip – Select either Add to archive... or Compress and email... (explained below):



"Add to archive..." creates an additional compressed file saved in the same location as the original file.

"Compress and email..." automatically attaches the file to a new email once the password is set.

3. In the pop-up box in the bottom right is an encryption option -- set new password (See following note.), you may need to re-enter password to confirm -- Ensure that AES-256 is selected for Encryption method and either 7z or zip (preferably 7z) for Archive format → select “OK”.

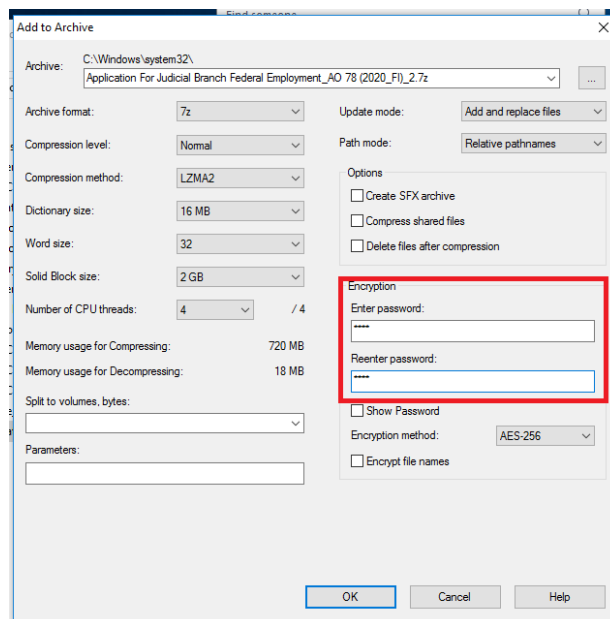
NOTE:

Please use the following format for your password:

Your Judge’s Last Name + 20! + Your Last Name

Capitalize the first letter of both last names.

For example, Judge Smith’s incoming law clerk, John Doe, would use **Smith20!Doe** as his password.



4. The document(s) is / are now encrypted and can be sent via email. You should see a new document show up either in the form of a folder or .7z (examples below) depending on if you chose 7z or zip that you will want to send – not the original. If you originally chose “Compress and email...” a blank email with the file already attached will appear. If not, you can attach the zipped password-protected file to an email to send.

