

To Password Protect a File Attachment

Windows 7 no longer supports password protecting a zip file so additional software must be installed on your computer to allow this functionality. Install the free program 7-zip or the commercial program Winzip if you need to password protect zipped files.

Instructions for 7-zip

- Right-click on the file you want to zip and navigate to 7-zip, Add to archive
- Make sure the archive format (top left) is set to 'zip'
- Make sure the Encryption method (bottom right) is set to 'ZipCrypto'
- Enter and reenter the encryption password you want to use for the file
- Click 'OK'

The zipped file will be created in the same folder that the original file was located. The password used will be required to open the file inside the zipped archive.