

FOR PC DOWNLOAD 7-Zip

In order to ensure the safety of your electronically transmitted information you should use a utility that uses at least AES-256 bit encryption. 7 Zip uses 256 bit encryption and is free. It may be downloaded here:

<https://www.7-zip.org/>

Before download you will need to know if you have a 32 or 64 bit computer. This document will tell you how to find that if you don't know. If you do know whether your computer is 32 or 64 bit, then disregard this section.

https://www.sharekhancommodity.com/ComTiger/Check32_64bit.pdf

7-Zip

7-Zip is a file archiver with a high compression ratio.

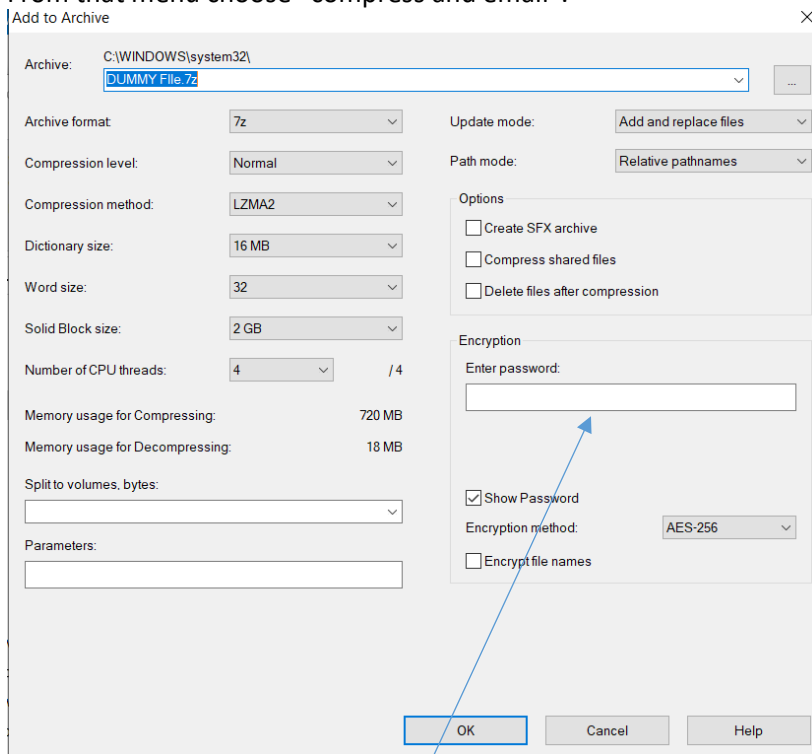
Download 7-Zip 19.00 (2019-02-21) for Windows:

Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

Download 7-Zip 20.00 alpha (2020-03-06) for Windows:

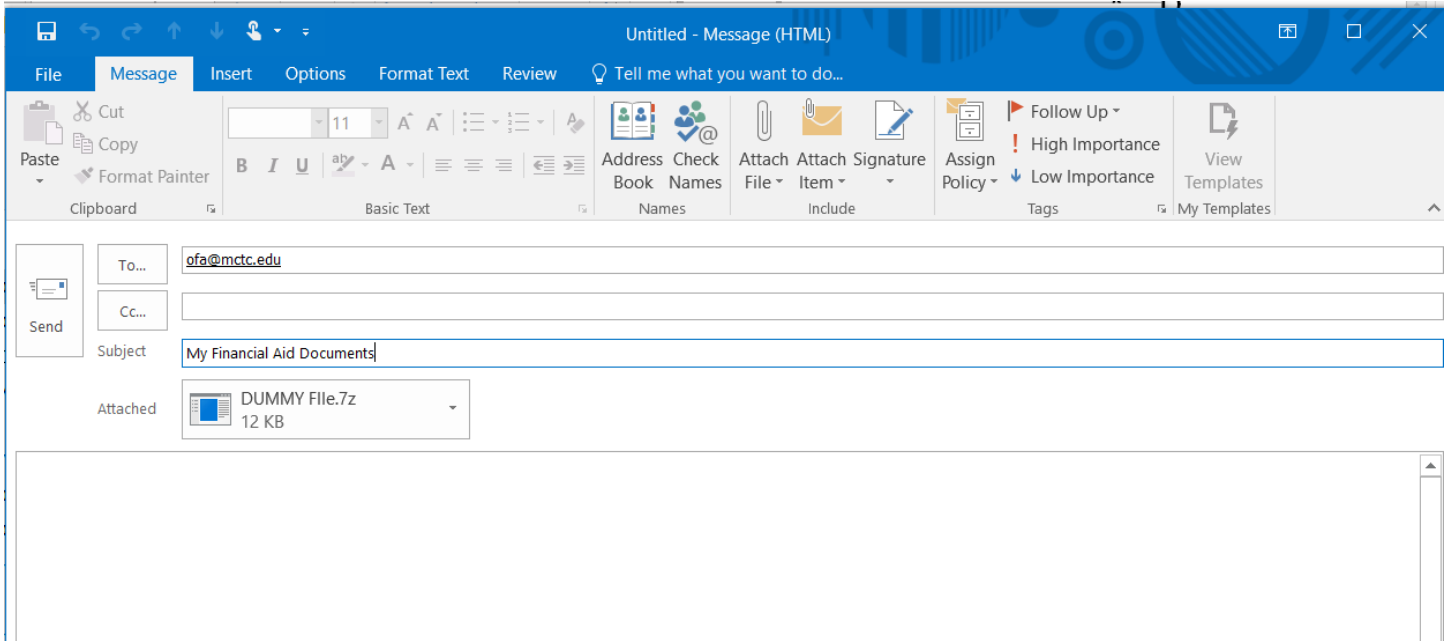
USING 7 Zip to email a document in Windows 10:

Go to File Explorer and highlight the file you wish to send. Right click on the file and from the dropdown menu highlight 7-Zip. From that menu choose "compress and email".



Enter a password for your file here. Use at least a 12 character password with a combination of letters and numbers. Be sure to remember your password. Click OK.

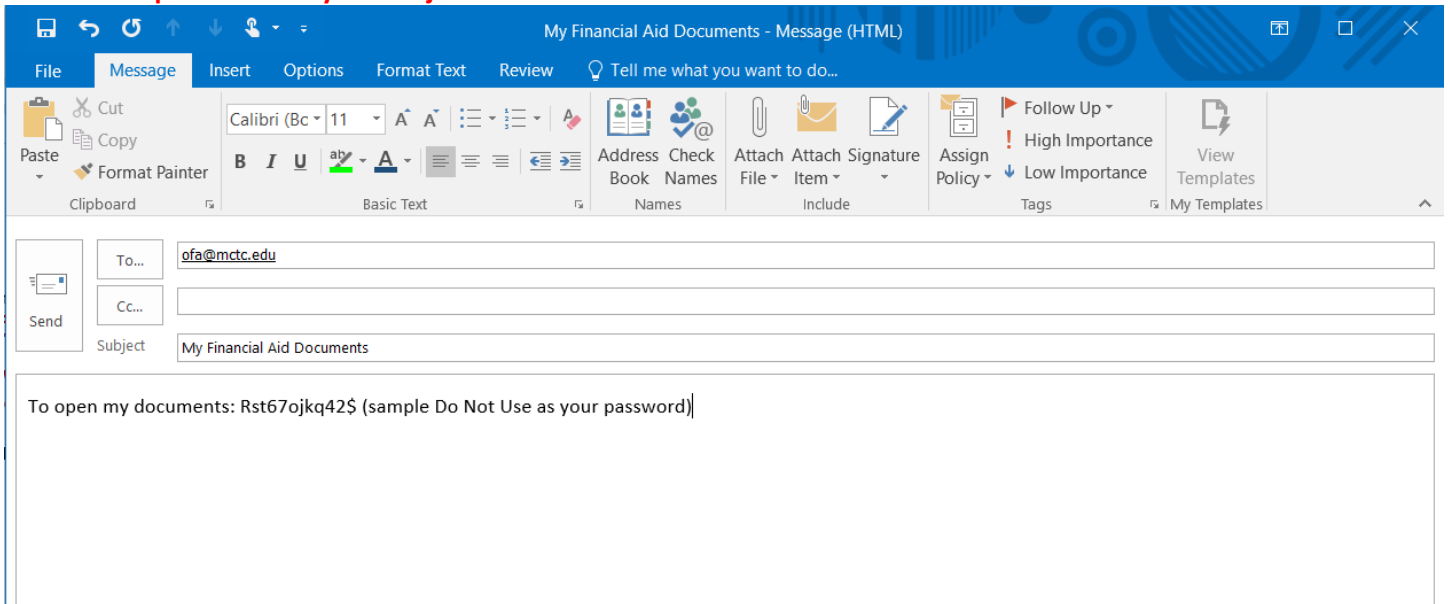
An email window with your encrypted file attached will pop up.



Send to ofa@mctc.edu .**Do not include your B number or other personally identifiable information* in your email. You may enter your full name and tell us which documents are enclosed.**

ALWAYS SEND YOUR PASSWORD IN A SEPARATE EMAIL.

Do not use "password" in your subject line.



*PII Includes:

- Social Security Numbers;
- Age;
- Home and office phone numbers;
- Birthdays;
- Marital status and spouse names;
- Educational history;
- Financial information.