

## Encrypting documents with 7-Zip

- Once 7-Zip has been installed, mark all the files to be encrypted (alternatively, save them in a new folder).
- Right-click on the marked files or on the new folder and select: 7-Zip -> add to archive
- A menu window will open. In the drop-down menu, under "Archive format", select "zip".
- Enter the password for the encryption in the "Enter password" and "Re-enter password" fields.
- For the "Encryption method" select "AES-256".
- Click "OK".
- A .zip archive will be created containing the encrypted files.

Please inform us of the password required to decrypt the files by telephone using the number: 069 / 9566 – 7662.