How To Encrypt a File using Windows Explorer and WinZip

For Use With All PII Data

As an employee or a contractor, you share in the responsibility for protecting the privacy of individuals whose information you access. It is the policy of the Department of Agriculture to protect personal, financial, and employment information from unauthorized disclosure. Customers and employees have the right to expect that you will collect, maintain, use, and disseminate personally identifiable information (PII) and data only as authorized by law and as necessary to carry out official business.

NFC's policy is to encrypt all PII information before being transmitted either internally or externally.

After sending the zipped file as an attachment, CALL your recipient(s) on the phone and give them the password. The use of voicemail to convey the password is prohibited. <u>Do Not Send</u> the password in an email. Passwords used to encrypt the attached file must be complex and include upper and lower case characters and at least one number.

Encryption Instructions:

To encrypt files that contain PII data, <u>right</u> click on the filename in Windows Explorer, cursor down to "WinZip", then cursor over to "Add to Zip File..." (highlighted below).

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The below screen will open. By default "Encrypt added files" is NOT checked

Add	×
Add to a <u>r</u> chive:	
<u>N</u> ew	Open
Action:	Compression
Add (and replace) files	Current: Legacy (Zip 2.0 Compatible)
Split Zip file: Don't split	Change Compression
Other Size	
Options	Archive Attributes
Encrypt added files Save full path info Include system and hidden files	Include only if archive attribute is set Reset archive attribute
Add	Cancel <u>H</u> elp

So...Be sure and click the box next to "Encrypt added files" as shown below. Uncheck "Include system and hidden files" unless you are compressing and encrypting an entire folder, rather than a single file.

Add	×
Add to archive:	
<u>N</u> ew	Open
Action:	Compression
Add (and replace) files	Current: Legacy (Zip 2.0 Compatible)
Split Zip file: Don't split	Change Compression
Other Size	
Options Options Encrypt added files Save full path info Include system and hidden files	Archive Attributes Include only if archive attribute is set Reset archi <u>v</u> e attribute
Add	Cancel <u>H</u> elp

Then click the "Add" button...

You will receive the below Warning regarding encryption. You can click on Help if you wish to read more about encryption, or just click OK



The below windows will pop up next. By default the simplest encryption method, Zip 2.0, is selected but that is NOT sufficient to encrypt PII data so...

Encrypt	×
NOTE: This password will remain in effect for all files that you add to or extract from this archive until the archive is closed.	
PASSWORD POLICY: Password must be at least 8 characters long.	
Enter <u>p</u> assword:	_
Re-enter password (for confirmation):	
 ✓ Hige the password Encryption method ✓ Zip 2.0 compatible (weak/portable) ▲bout Encryption ① 128-Bit AES (strong) ① 256-Bit AES (stronger) 	
OK Cancel <u>H</u> elp	

Make certain to change the "Encryption method" to "256-Bit AES" by clicking the radio button, as shown below

Encryp)t	×							
NOTE:	This password will remain in effect for all files that you add to or extract from this archive until the archive is closed.								
PASSWORD POLICY: Password must be at least 8 characters long.									
Enter p	assword:								
, <u>R</u> e-enter password (for confirmation):									
₩ Hi <u>d</u>	e the password								
Encry	ption method								
O Zij	p 2.0 compatible (weak/portable) <u>A</u> bout Encryption								
0 12	28-Bit AES (strong)								
	6-Bit AES (stronger)								
	OV Cancel Halp								

Then enter a **STRONG** password, which requires at least 12 characters, including at least one number, at least one symbol, at least one lower case letter and at least one upper case letter, according to NFC policy. You'll have to enter it twice, as shown below.

Encrypt	×
NOTE: This password will remain in effect for all files that you add to or extract from this archive until the archive is closed.	
PASSWORD POLICY: Password must be at least 8 characters long.	
Enter password:	
Re-enter password (for confirmation):	
✓ Hide the password	
Encryption method About Encryption Image: Display structure Image: Display structure Image: Display structure Image: Dis]
OK Cancel <u>H</u> elp	

Then click OK

The next window indicates that your file has been compressed and encrypted. If it doesn't state compressed AND ENCRYPTED, you were not successful and should go back and try again. If it states "...compressed and encrypted..." click OK to continue. Note that it states below the file is unlocked until the Zip file is closed.

Add Complete			×
Your files have b and encrypted. [•]	een added to the Zip file. The f They are unlocked until the Zip f	iles have been compressed file is closed.	1
	Space Savings: 24.64 KB (36%)	
	Total Files in Zip File: 1 Total Size of Files		
	Before Compression:	68.00 KB	
	After Compression:	43.36 KB	
📃 Do not displa	ay this dialog box in the future.		
	OK.		

The next window below shows your file, or files, that are contained in the zip file. As an additional check to make certain your file was encrypted, look for the padlock icon on the left side, as shown below, which indicates the file is encrypted.

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			JOUS				2				9	
	w Name Mexam	Open ple.do	c*	Type Microsol	ft Of	Modified 9/14/2007 12:2	8 PM	Size Ratio	Packed 44,402	Path	wizaro	

The final step is important. You must close the Zip file by clicking the File pulldown menu, and choosing "Close Archive" as shown below. Then you can close WinZip and e-mail your new Zip file as described below.

	WinZip Pro - example.zip									
Eile	e <u>A</u> ctions <u>V</u> iew <u>J</u> obs <u>O</u> ption	s <u>H</u> elp								
0	New Archive	Ctrl+N			12					<u> </u>
3	Open Archive	Ctrl+O		1		<u> </u>			9	
۷	<u>F</u> avorite Zip Folders	Shift+F	Extract	Mail	Encrypt	View	CheckOut	Wizard	View S	ityle
20	Now Zip Eile op CD or DVD	SHIFT 7			Туре	Modified		Size	Ratio	Pac
	New <u>zip File on CD or DVD</u>	5mm(+2		I	Microsoft Of	7/24/2009	1:05 PM	22,016	77%	5,
*	<u>C</u> lose Archive	Shift+L								
	Save <u>A</u> s	Shift+S								
	Send <u>T</u> o	•								
9	Print	Ctrl+P								
6	Prop <u>e</u> rties									
	Create <u>S</u> hortcut									
7	<u>W</u> izard	Shift+W								Þ
	Recent (<u>H</u> istory)	•							0	Э,
•	Fyit	 Δlt+F4								

Be careful to only e-mail the file with ZIP on the end, not the original file you had before encryption. See below for an example. Be certain you only attach the Zip file.



After sending the zipped file as an attachment, CALL your recipient(s) on the phone and give them the password. The use of voicemail to convey the password is prohibited. <u>Do Not Send</u> the password in an email.

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