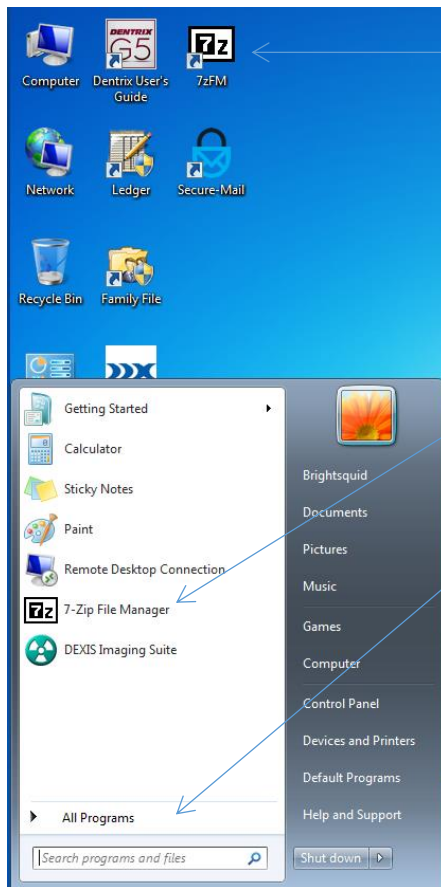


7Zip Archiver

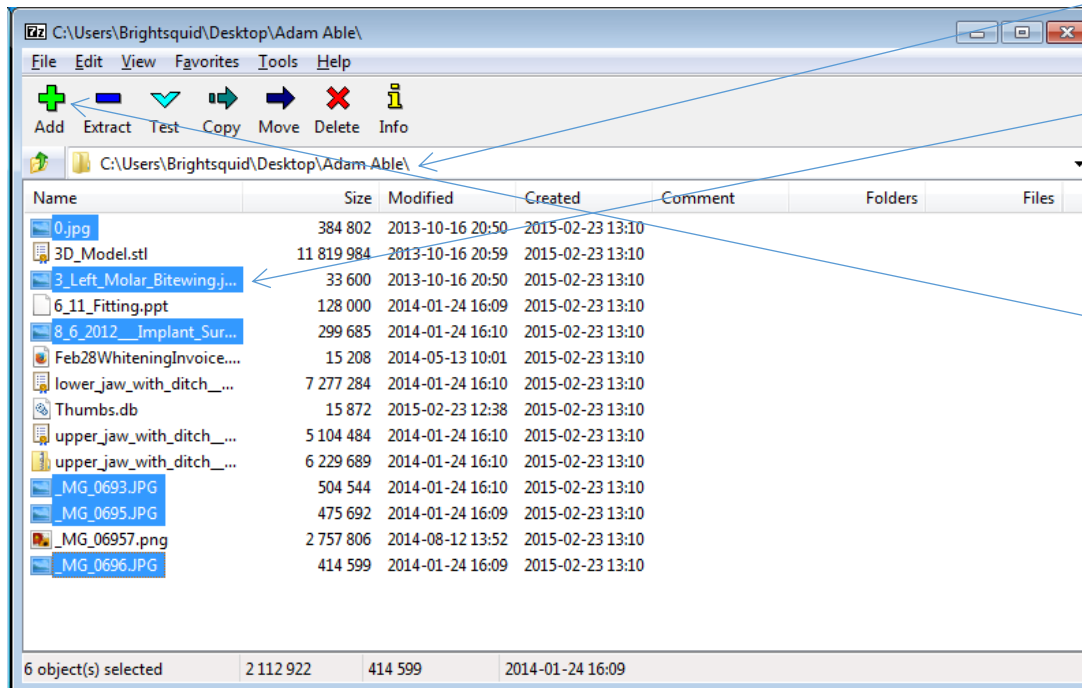
Using 7Zip to compress files for Secure-Mail
attachment

Step 1:



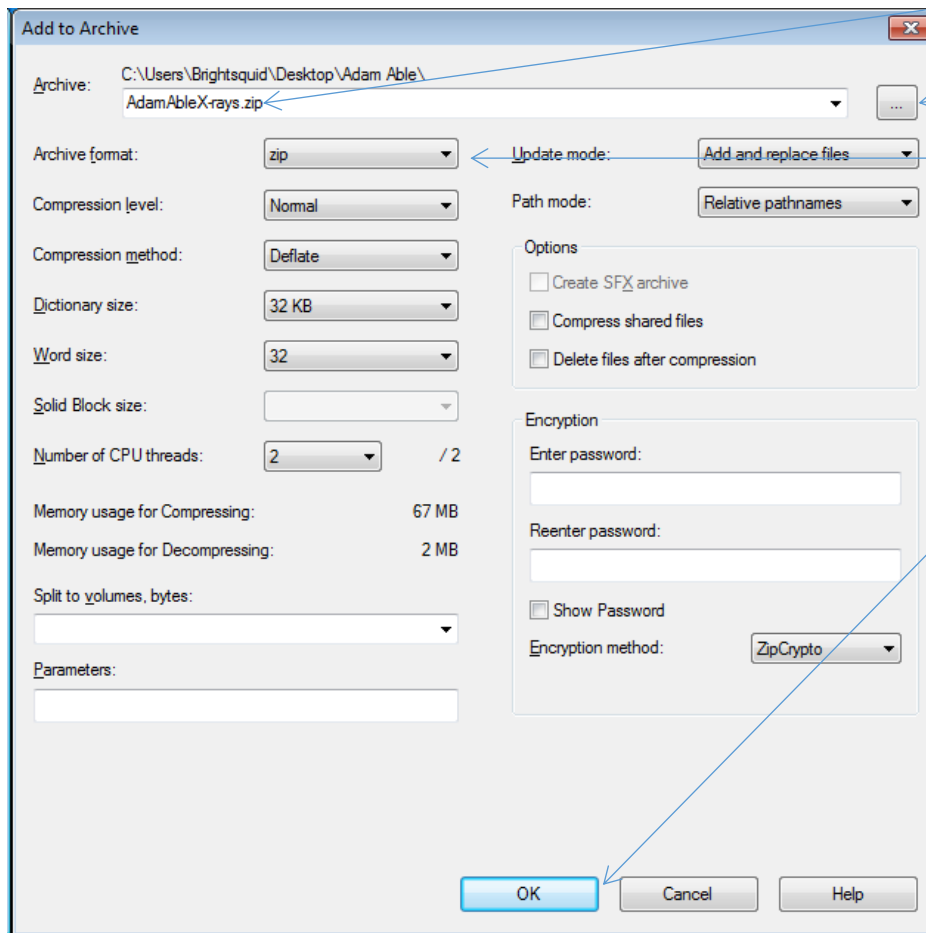
• Launch 7Zip from one of the locations on your computer.

Step 2:



- Navigate to the location on your computer where the files are located
- Holding down **CTRL** key plus left mouse clicking select all of the files to add to the zip folder. Alternatively, if you want to select all of the files press and hold the **CTRL** key and the 'A' key.
- Click on the 'Add' button to add the selected files to a zip folder.

Step 3:



- Give the file an appropriate name
- Click on the browse button to select a different location to save the zip folder
- Select the archive type which should be zip
- Click 'OK' to create the zip folder. Attach the zip folder to your Secure-Mail message