

2016

WinZip – User Guide

Confidential Data File Sharing Encryption Guide

> This document provides guidance for users of the WinZip software installed on University of Wolverhampton managed staff devices as part of the Information Security Project 2015 rollout.

Further guidance and assistance can be obtained by contacting the ITS Service Desk (ext.2000).



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WINZIP TOOLS

The University of Wolverhampton Information Security Committee identified security issues with staff sharing confidential data via email or uploading to cloud services. To resolve these issues and to keep in accord with the <u>University of Wolverhampton - Policies and Regulations</u> the committee have determined that all confidential data that is shared must be encrypted and password protected. Encryption of confidential data also provides protection from theft or loss of sensitive data and meets the current <u>Information Commissioners Office</u> guidance on data handling and confidentiality.

The security of your data depends not only on the strength of the encryption method but also on the strength of your password, including factors such as length and composition of the password. Security also depends on the measures you take to ensure that your password is not disclosed to unauthorized third parties.

The University provides 256-bit AES encryption standard provided by the WinZip encryption tool. This meets all current NHS and UK government standards for the storing and sharing of sensitive data.

IMPORTANT NOTE - LIMITS OF EMAIL ATTACHMENT SIZE

Email attachments have a size limit which is generally applied across all email services. The limit is applied both by the sender and the recipients email service. Therefore the first question that should be asked: 'Is the attachment less than 5 MB?'

If the Zip file size is less than 5 MB then simply attach the Zip file to your email as you would a normal attachment, remember to send the recipient the password to open the file if you have encrypted the Zip file.

HOW DO YOU ENCRYPT FILES IN A ZIP FILE WITH WINZIP?

WinZip is a software tool that allows you archive and compress files so that you can store or distribute them more efficiently. The file types associated with WinZip are Zip files (.zip or .zipx) which are single files, which contain one or more compressed files. Zip files make it simple to keep files together and make transporting, e-mailing, downloading and storing data and software faster and more efficient.

WinZip gives you a choice of methods of how to encrypt files. This user guide will provide guidance on how to do so.



METHOD 1 - CREATING NEW ZIP FILE WITH ENCRYPTION - USING WINZIP

- 1. Launch WinZip from the Start menu.
- 2. Select the **Create/Share** ribbon tab and select **Encrypt**.



- 3. Find the file(s) you want to encrypt using the "Files" pane on the left hand side of the screen. You can select multiple files by selecting the checkboxes next to the file names

Convert Files As They Are Added Add to 2/p Save Share Win2/p Lopress Convert Files As They Are Added Add to 2/p Save Share Win2/p Lopress Convert Event And the Zero Save Share State Share S	WinZip Enterprise Copy to Backup Tools Settin Watermark From PC or Cloud	s View Help X L F mail Social Instant What to Media Messajing Share S	- 0 ×
Convert to PDF Of Convert	Inter Are Added Add to Zip Save Pictures > > - > Public Pictures > num S9 KB	share WinZip Dipress	Actions Convert & Protect Files When adding files to this Zip file:
Kernel State Control State Control State Control	Select files by click	ng checkboxes Drag files here,	Corrvert to PDF Off Utermark Off Goptions
3 item(s). Add to Zip option	63 X3 -48 X3	or browse to files and click add.	

SELECT FILES

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4. You will be prompted to enter a password, click **OK** when complete



5. Click **Ok** at the below prompt which details the size of the file:



6. Save the file and exit.



METHOD 2 - CREATING NEW ZIP FILE WITH ENCRYPTION - USING WINZIP QUICK MENU

NOTE: This method will only work if all files that need to be encrypted are in the same location

 Via the Start Menu browse to the file(s) that needs to be encrypted and converted into a Zip file, select the file(s) by single right-click and you will be presented with a quick menu as per below. If you need to select multiple files then hold the Ctrl key on your keyboard and single click on the relevant files.

Zip and Share (WinZip Express)				
WinZip •	Ð	Add to Zip file		
Scan Koala.jpg for Viruses and Spyware	Ð	Add to Koala.zip		QUICK MENU
Restore previous versions	9	Zip and E-Mail Koala.zip		
Send to	9	Zip and E-Mail Plus		
-	9	Configure		Select WinZip and
Cut				then select Add to
Сору				Zin filo
Create shortcut				
Delete				
Rename				
Open file location				
Properties				
	Zip and Share (WinZip Express) WinZip Scan Koala.jpg for Viruses and Spyware Restore previous versions Send to Cut Copy Create shortcut Delete Rename Open file location Properties	Zip and Share (WinZip Express) WinZip Scan Koala.jpg for Viruses and Spyware Restore previous versions Send to Cut Copy Create shortcut Delete Rename Open file location Properties	Zip and Share (WinZip Express) WinZip Scan Koala.jpg for Viruses and Spyware Restore previous versions Send to Cut Copy Create shortcut Delete Rename Open file location Properties	Zip and Share (WinZip Express) WinZip Image: Add to Zip file Scan Koala.jpg for Viruses and Spyware Add to Koala.zip Restore previous versions Image: Zip and E-Mail Koala.zip Send to Image: Zip and E-Mail Plus Cut Configure Copy Configure Create shortcut Delete Rename Open file location Properties Image: Zip and E-Mail Plus

2. You will be presented with the Add Files screen prompt:

File name	Destination	
Type a name for the Zip file:	C:\Users\Public\Pictures\Sample Pictures\	
Koala.zip	Change Destination	
Compression Type	Filters	
 Zip: Legacy (max. compatibility) 	No filtering	Am
.Zipx: Best method (small at size)	O +*.*; Full Path	an
Encryption	• *** Hid/Syre	
	Select Encrypt files	ne
Conversions		En
Convert to PDF >		an
Reduce photos		Ciri
Watermark		



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3. You will be prompted to enter a password, click **OK** when complete

This password will remain in effect for all files that you add to or unzip from this Zip file until the Zip file is closed.	PASSWORD
PASSWORD POLICY: Password must be at least 8 characters long and contain at least one number character (0-9).	
Enter password:	Password requires characters, including at least
Re-enter password (for confirmation):	one number. Example: abghrlq7
Hide the password	

4. Click **Ok** at the below prompt which details the size of the file:

Add Complete	<u> </u>				
Your files have been added. The files will be compressed and encrypted when saved.					
Space savings:	9.90 KB (1%)				
Total files:	3				
Total size before compression:	2.21 MB				
Total size after compression:	2.20 MB				
Original Compressed					
Do not display this dialog in the future	ОК				

5. The zip file will automatically be saved in the directory of where the files have been selected from



ATTACH A WINZIP ENCRYPTED FILE TO AN EMAIL

There are multiple methods to attach an encrypted Zip file to an email.

METHOD 1 - ATTACH AN ENCRYPTED ZIP FILE TO AN EMAIL - USING WINZIP

- 1. Launch WinZip from the Start menu.
- 2. Select the Create/Share ribbon tab and select Encrypt:



ENCRYPT

You will see that the Encrypt icon under Actions pane has now moved to 'on' position

3. Select and add necessary file(s) to the empty Zip file:

🗓 📔 👔 🛫 🛛 *NewZip - WinZip Enterprise			
Create/Share Copy to Backup Tools Se Create/Share Copy to Backup Tools Se Filters Encode Creater Watermark Program Concern Convert Filter As They Are Added Add to Zip Sere Sample Pictures >	ttings View Help	Actions	SELECT FILES
	Select files to encrypt Empty Zip file	Convert & Protect Files When adding files to this Zip file: Fincypt On Reduce Photos Off Convert to PDF Off Watermark Off Options	Click and drag the files to the section labelled "NewZip.zip
Coala 14/07/2009 • 763 K8 Ughthouse 14/07/2009 • 568 K8 ③ 3 item(3→	Drag files here, or browse to files and click add.		

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4. You will be prompted to enter a password, click **OK** when complete

This password will remain in effect for all files that you add to or unzip from this Zip file until the Zip file is closed.	PASSWORD
ASSWORD POLICY: Password must be at least 8 characters long and contain at least one umber character (0-9).	
ter password:	Password requires
	including at least
e-enter password (for confirmation):	one number.
	Example: abghrlq7
Hide the password	
ОК	

5. Click **Ok** at the below prompt which details the size of the file:

Add Complete			23
Your files have encrypted whe	e been ad en saved.	ded. The files will be compressed and	6
		Space savings:	9.90 KB (1%)
		Total files:	3
		Total size before compression:	2.21 MB
		Total size after compression:	2.20 MB
Origina	Compress	ed	
🗌 Do not displa	y this dialog	in the future	ОК



6. Your files are now ready to be shared via email:



ATTACH TO EMAIL

The Email option is located in the Actions section of WinZip

7. You will be displayed with the following prompt:





* X	6 Cut		
aste	🗎 Copy 🖇 Format Paint	er B I U alf - A + ≡ ≡ ≡ € € € Address Check Book Names	ATTACHED
Clij	pboard	ra Basic Text ra Names	
-	From -	ПSecurity@wlv.ac.uk	winzip attaches the
1=1	То		- The to an email
Send	Сс		_ message ready for
	Bcc		sending.
	Subject	E-mailing: WinZip Shared File 2016-06-30 14-27.zip	-
	Attached	WinZip Shared File 2016-06-30 14-27.zip (63 KB)	

8. The encrypted file is now attached to an email and you can complete the message:

Remember...!

You need to supply the recipient with the password for the encrypted file – You need to supply the recipient with the password for the encrypted file – <u>Always</u> send password to recipient in a separate email.

See the <u>Information Governance – User Guide</u> for additional information and <u>Policies and</u> <u>Regulations - University of Wolverhampton</u>

9. Save Zip file if required and exit WinZip



METHOD 2 - ATTACH AN ENCRYPTED ZIP FILE TO AN EMAIL - USING WINZIP QUICK MENU

1. Open Windows Explorer and browse to file(s) that needs to be encrypted and converted into a Zip file:



2. You will be displayed with the following screen, amend the filename if required, select Encrypt Zip file an click OK

Zip and Email Plus	ENCRYPT FILE
Use the name 'Sample Pictures.zip'	ERCENTITIEE
O Use this name:	
Compression type	
 Zip: Egdy compression (maximum compatibility) Zip: Best method (smallest size) Encrypt Zip file Select Encrypt Zip file Reduce all selected phyces before compressing 640 x 480 800 x 600 1024 x 768 1280 x 1024 1600 x 1200 1920 x 1080 	Select compression type base on files selected for Zip file

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3. The following screen will be displayed, enter a password and click **OK**:

Encrypt	
You should be aware of the advantages and disadvantages of the various encryption methods before using this feature. Please click "About Encryption" for more information, particularly if this is the first time you are using encryption.	PASSWORD
PASSWORD POLICY: Password must be at least 8 characters long and contain at least one number character (0-9).	Password requires
Enter password:	in alualize at least
·	including at least
Re-enter password (for confirmation):	one number.
	Example: abghrlq7
Hide the password	
Encryption method	
C Zip 2.0 compatible (weak/portable) About Encryption	
128-Bit AES (strong)	
256-Bit AES (stronger)	
ОК	

4. The encrypted file is now attached to an email and you can complete the message:

	FILE FILE Paste	うごう 1 MESSAGE Cut Copy Format Paint	INSERT OPTIONS FORMAT TEXT REVIE $ \begin{array}{c ccccccccccccccccccccccccccccccccccc$	W Address Check Book Names	FILE ATTACHED
	Cli च=" Send	pboard From - To Cc Bcc Subject Attached	File Basic Text File ITSecurity@wlv.ac.uk Image: Comparison of the second secon	Names	WinZip attaches the file to an email message ready for sending.
	You ne See the	eed to su : <u>Informa</u>	Remembe pply the recipient with the passw password to recipient in ation Governance – User Guide for Regulations - University of	rl vord for the encry a separate email or additional infor of Wolverhamptor	vpted file – <mark>Always sand</mark> • mation and <u>Policies and</u> 1
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METHOD 3 - ATTACH AN ENCRYPTED ZIP FILE TO AN EMAIL - USING WINZIP EXPRESS

- 1. Launch WinZip
- 2. Select and add necessary file(s) to the empty Zip file:

State	
Create/Share Copy to Eactup Tools Settings View 10 Create/Share Copy to Eactup Tools Settings View 10 Filters Encopy Reduce Connect Vignated and Each Share Connect View 10 Encopy Reduce Connect Vignated and Each Share Connect View 10 Connect Fact Share Reduce Connect Vignated and Each Share Share Connect Fact Share Reduce Connect View 10 Share Connect Fact Share Reduce Connect View 10 Share Connect Fact Share Reduce Connect View 10 Connect Fac	ZIP AND SHARE
Sample Pictures > NewZi zp Fies , Libraries , - , Auble Pictures > NewZi zp Chysanthemum Chysanthemum Hydrangeas.jpg 14/07/2009	Actions Convert & Protect Files When adding files to this Zp file:
Image: 140/7200+ 35x K8 Image: 15x K8 St K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K8 Image: 120/7200+ 25x K	Intrypt Comments Convertion Convertion
Image 124/07/2009 + 758 K8 Image 1000 / 1000 + 758 K8 Image 1000 / 1000 + 758 K8	Save or Share Zip ribbon tab
Leo(1) 2009 - 100 KB Leo(1) 2009 - 518 KB Leo(1) 2009 - 518 KB Perguins Protocology 200 VB	Email
3 dem(s) se Zp File 3 dem(s), 2.04 M8	2. Social media

3. You will be presented with the Create New Zip File screen prompt:

File Name Type a name for the Type a		CREATE NEW ZIP FILE
Testpip Enter a valid Compression In type Image: Second State	Share/Save Options Save Zip file to: My PC/Cloud Sbare as Attachment using: E-mail Using: Instant Messaging Social Media	Ensure Encrypt files selected and click Create New Zip File



4. You will be prompted to enter a password, click **OK** when complete

This password will remain in effect for all files that you add to or unzip from this Zip file until the Zip file is closed.	PASSWORD
PASSWORD POLICY: Password must be at least 8 characters long and contain at least one number character (0-9).	
Enter password:	Password requires 8 characters, including at least
Re-enter password (for confirmation):	Example: abghrlq7
Hide the password	

5. The encrypted file is now attached to an email and you can complete the message:







METHOD 4 – ATTACH AN ENCRYPTED ZIP FILE TO AN EMAIL – USING WINZIP EXPRESS QUICK MENU

1. Open Windows Explorer and browse to file(s) that needs to be encrypted and converted into a Zip file:

9	Zip and Share (WinZip Express)		FILE
đ	WinZip	+	SELECTION
	Scan Selected Files/Folders for Viruses and Spyware		
			Right-click the

2. You will be presented with the Create New Zip File screen prompt:

🗣 Create 🛚	Vew Zip Fil	e	
ile Name rpe a name for the Zip Ter estizip	Enter a valid	name	
Ompression (m).Zip: Legacy compression (m).Zips: Best method (smallest	aximum compatibility) size)	Share/Save Options Save Zip file to:	
ncryption	>	Share as Attachment using: E-mail Share as Link using:	
Conversions Convert to PDF Reduce photos	>	☐ E-mail ☐ Instant Messaging ☐ Social Media	
] Convert to PDF] Reduce photos] Watermark	> >	Social Media	



Ensure Encrypt files is selected and click Create New Zip File



3. You will be prompted to enter a password, click **OK** when complete

Encrypt	
This password will remain in effect for all files that you add to or unzip from this Zip file until the Zip file is closed.	PASSWORD
PASSWORD POLICY: Password must be at least 8 characters long and contain at least one number character (0-9).	
Enter password:	Password requires 8 characters, including at least
Re-enter password (for confirmation):	Example: abghrlq7
Hide the password	

6. The encrypted file is now attached to an email and you can complete the message:

•	501	↓ ÷			
FILE	MESSAGE	INSERT OPTIONS FORMAT TEXT REVIE	W		
Paste Cli	6 Cut à Copy 《 Format Paint pboard	er G B I U 2 + A + E = = ← ← B B I U 2 + A + E = = ← ←	Address Check Book Names Names	A	FILE ATTACHED
च ः। Send	From - To Cc Bcc	ITSecurity@wlv.ac.uk			WinZip attaches the file to an email message ready for
	Subject Attached	E-mailing: WinZip Shared File 2016-06-30 14-27.zip			sending.
	Attached	💐 WinZip Shared File 2016-06-30 14-27.zip (63 KB)		_	

