

Email Sensitive Files Securely!

How to Encrypt Files with WinZip



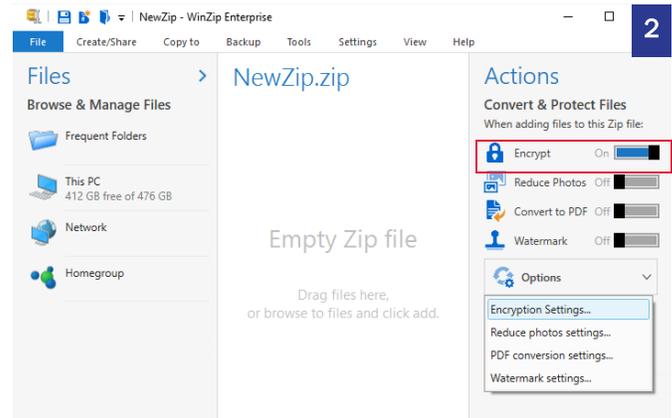
Whether you're handling personally identifiable information (PII), unreleased labor statistics, or contract data, staff across DOL share sensitive, mission-related information every day. Likewise, **cyber criminals use sophisticated methods to target U.S. government information systems every day.** That's why we all have a responsibility to protect sensitive information.

If you need to share sensitive data via email, you can use the WinZip application on your DOL computer to encrypt the files first. Follow the steps below.

STEP 1: On the bottom left of your computer, open the **Start menu** and select WinZip from the list of applications. Alternatively, type "WinZip" into the search bar to find and open the application.

STEP 2: When WinZip opens, navigate to right for the **Actions panel** and enable the **Encrypt option**.

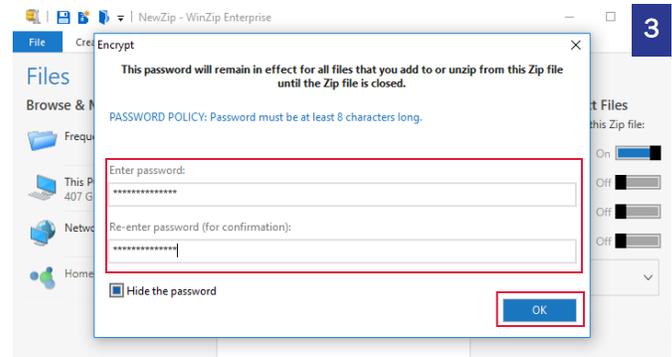
Note: You may receive a warning message regarding file encryption. You may dismiss the message or press **F1** on your keyboard to learn more.



STEP 3: Open the folder where the file you would like to encrypt is stored and **drag it** into the WinZip application. When prompted, **choose a password** to protect the file and **enter it twice in the fields provided**. Then click **OK**.

Important: You will need to share this password with the email recipient so they can open the file— see step 5.

Note: You may see a pop up with information about the size of the newly compressed and zipped file. Click **OK** to dismiss the notification.

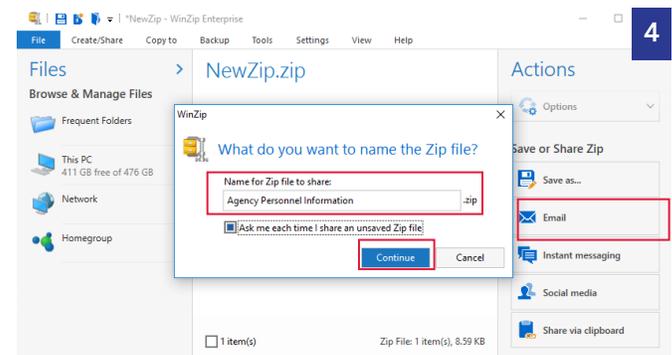


STEP 4: Navigate to the **Actions panel** and scroll down until to see the list of **Save or Share Zip options**. Click the **Email button**, then **enter your desired file name** in field and **click Continue**.

Note: You may also click **Save as** to save the file and send later.

STEP 5: A new email in Outlook will open with your encrypted file attached. To open the attachment, **the recipient of your email will require the password you set for the file**.

Let the recipient know what the password is in-person, over the phone, or via Skype instant message— **avoid sharing this password via email**.



If you require technical assistance, contact the Enterprise Service Desk (ESD) at 1-855-LABOR-IT (1-855-522-6748), TTY at 1-833-365-4889, or via email at EnterpriseServiceDesk@dol.gov.