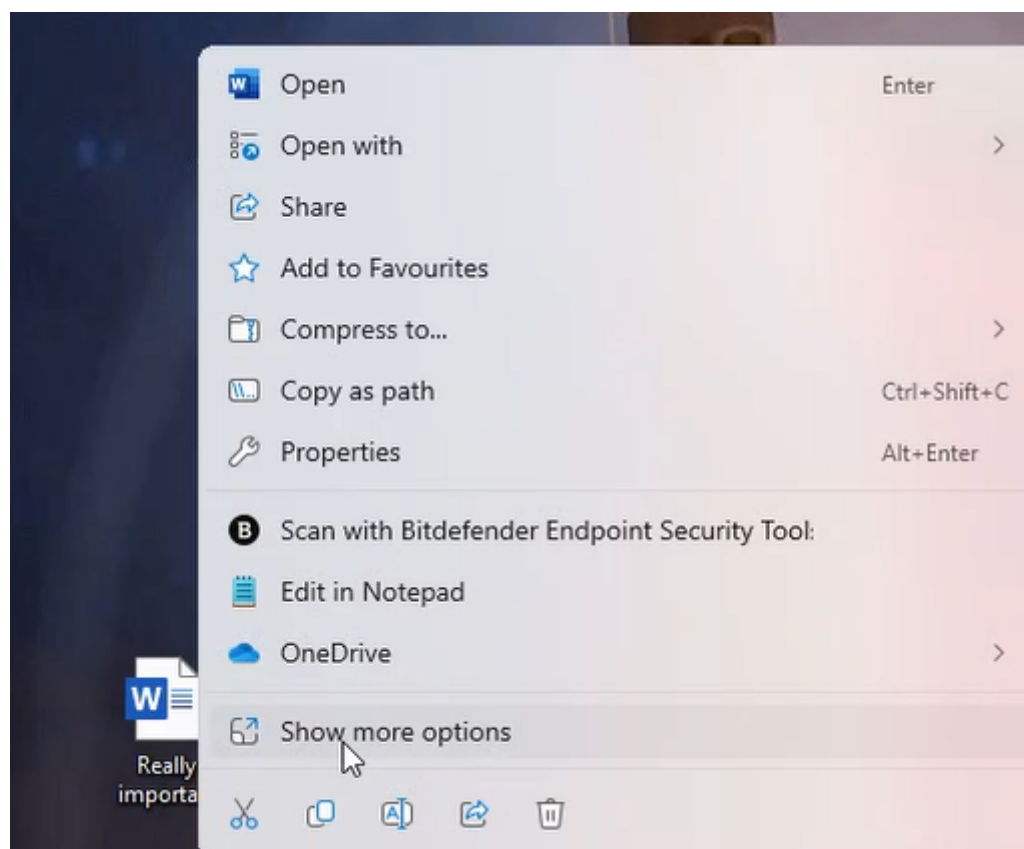


Outlook: How to encrypt Email Attachments using 7-ZIP Password protect

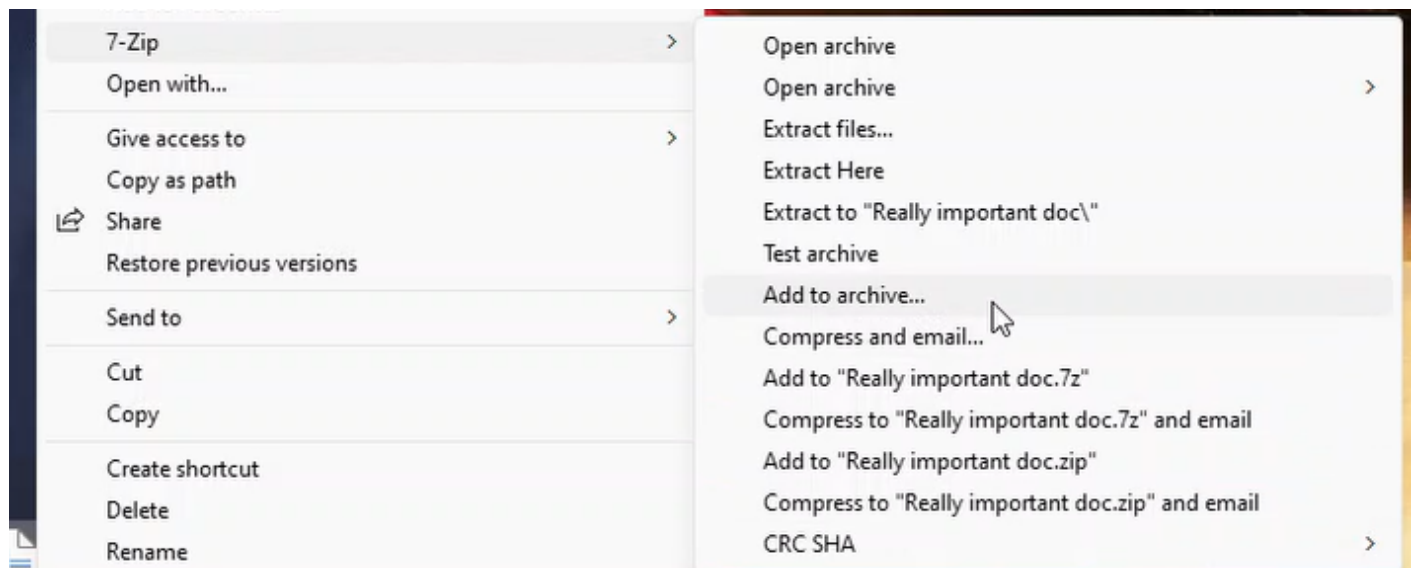
1. Right Click document

Find and right click the file you would like to encrypt. After right click find the "**show more options**" button and click it.



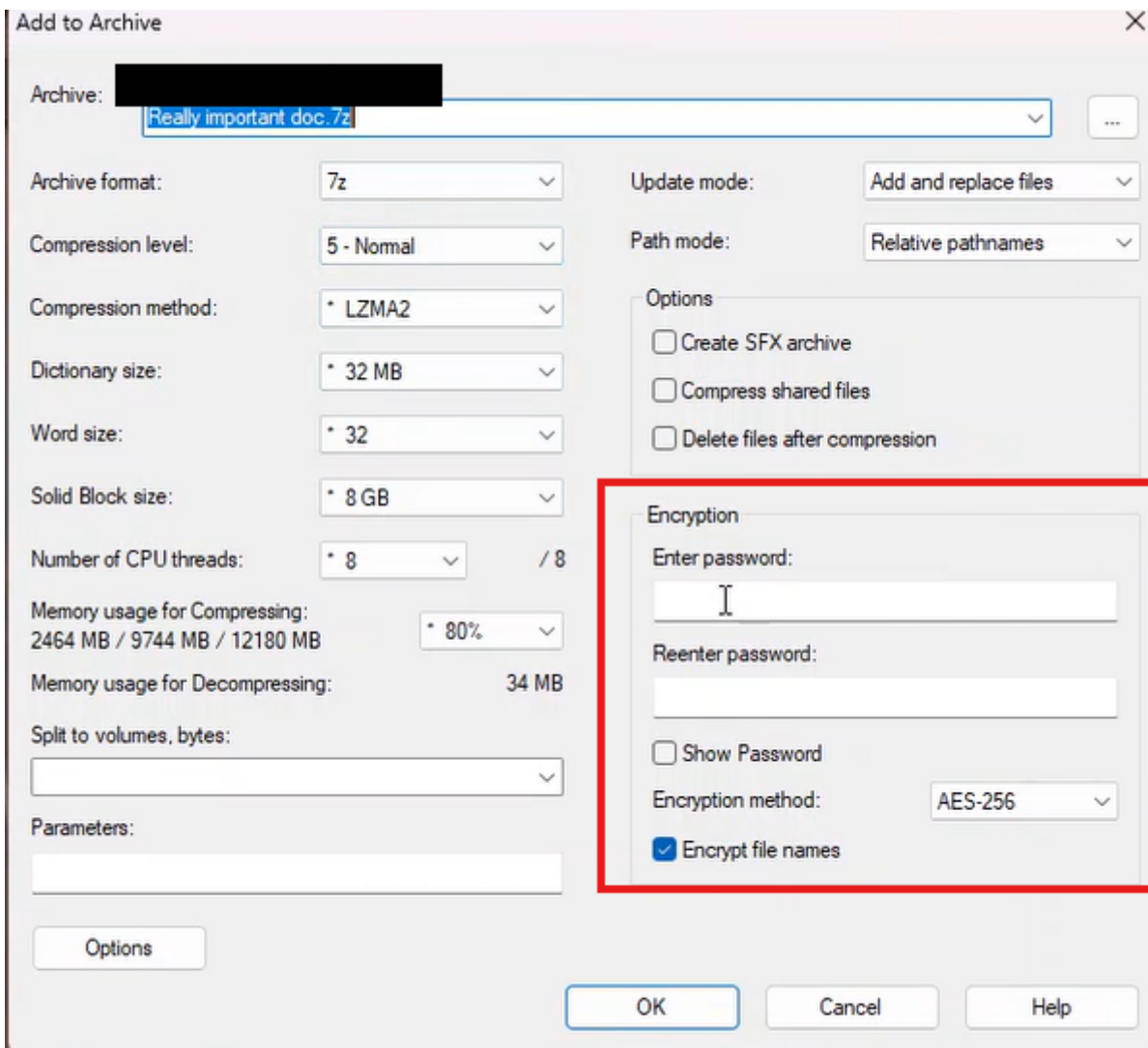
2. Add to archive

More options should appear, find the 7-zip option. In the sub-section of 7-zip select add to archive.



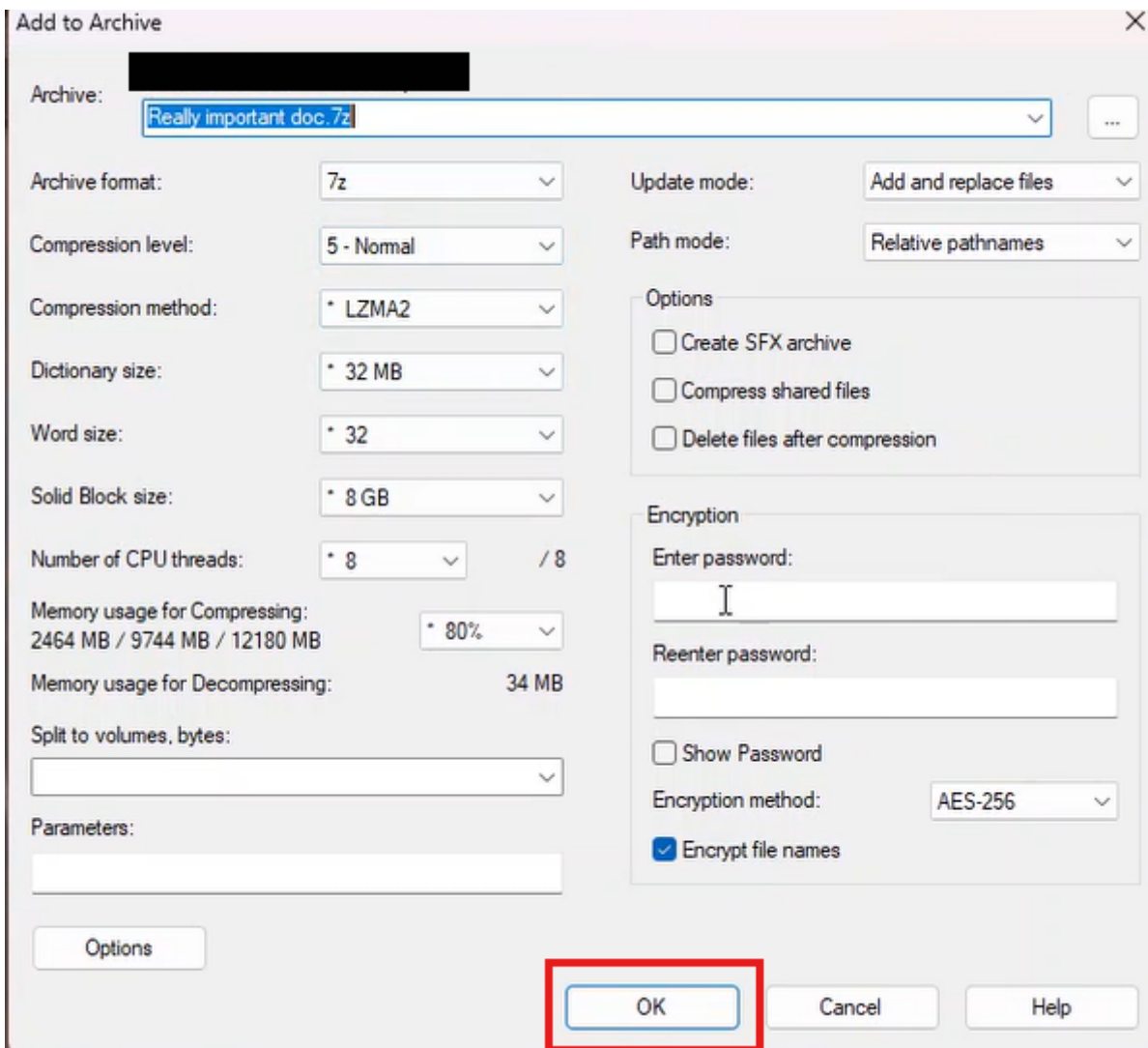
3. Enter a password for encrypting

Under the Encryption section, enter a password. This password will be used by the recipient to decrypt the file.



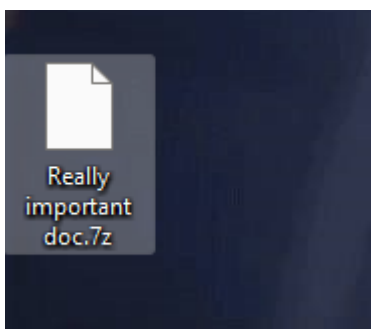
4. Click Ok

Click "OK" to finish the encrypting process



5. Transfer file

Finally we got our file encrypted, we can send this file as an attachment via outlook email. Make sure you send the file ending with .7z not the actual unencrypted .docs file. The recipient must also have 7-zip installed to open the file and decrypt.



Revision #7

Created 13 March 2025 09:48:01 by Broadband9Admin

Updated 6 July 2026 10:11:57 by Broadband9Admin