DUE TO EMAIL SECURITY PROTOCOLS INTRODUCED IN APRIL 2015 ALL FILES MUST NOW BE ENCRYPTED AND PASSWORD PROTECTED USING 7zip.

Files using normal zip are being blocked by the security net and do not make it through to us. If you send in a zip file or an unprotected file, you will be asked to send it again.

7-Zip

Downloading & Installing 7-Zip Programme

When you click on the <u>7 Zip</u> link a download box will open, asking if you want to Open or Save the file. Choose Save, and it's probably easiest to tell it to save it to the Desktop.

🖉 Guidance notes - Windows Internet Explorer	
🔄 🕤 💌 🔟 http://www. medway.gov.uk /eclucationandlearning/informationforschools/schoolleadership/inanagementinf	ormation/guidancenotes.aspx#7_zip
Ele Edit View Favorites Icols Help	
M Guidance notes	
7 Zip	File Download
 7 Zip is a piece of source software that enables you to compress and encrypt files over email. To install 7 zip on your computer download the two files below, the to extract and install 7 Zip from the zipped file and how to use it to encrypt files. 7 Zip (zip 1.05MB) 7 Zip Guidance (pdf 71KB) 	Do you want to open or save this file? Name: 7z920.zip Type: Compressed (zipped) Folder, 1.04MB From: www.medway.gov.uk
Early Years Headcount	<u>Open</u> <u>Save</u> Cancel
The Department for Education (DfE) are collecting pupil data for Terms 1 and 2. Authority (LA) are required to provide the number of eliable pupils registered or	I Always ask before opening this type of file
day. • EYHC Guidance (pdf 240KB)	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>

After downloading the zipped 7 Zip file, the first thing you will need to do is extract the exe file. To do this right click on the file, select Extract All and follow the on screen instructions. This will place an unzipped copy of the file next to the original, and should finish by showing you the 7zip exe file.

<u>F</u> ile	Edit		
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G	Back 🔻	$\mathbf{\Theta}$	- 步
Address 🛅 C:\Documents and			
Name			
🗊 7z	920.ex	е	

Now all you need to do is double click on the exe file and run it to install 7 Zip onto your computer.



😚 7-Zip 9.20 Setup	- X
Choose Install Location Choose the folder in which to install 7-Zip 9.20.	
Setup will install 7-Zip 9-Zi in the following folder. To install in a different folder, clck B and select another folder. Click Install to start the installation. Destination Folder Space required: 3.3NB Space available: 54,6GB www.7-dip org	owse
	ancel

How to encrypt ZIP files securely using 7-Zip

1. Right click on the files or folder you wish to compress and encrypt, and select 7-Zip, and then select Add to archive

Open Edit New Print Save As Create PDF and Bitmap Files with PDFCreator	
7-Zip Open With Send To Cut	Open archive Extract files Extract Here Extract to "Document1\" Test archive
Сору	Add to archive
Create Shortcut Delete Rename	Compress and email Add to "Document1.7z" Compress to "Document1.7z" and email Add to "Document1.zip"
Properties	Compress to "Document1.zip" and email

- 2. Change the Archive format 7z
 - Change the encryption method to the robust AES-256
- 3. Enter and then Reenter your password (to cut down on typing errors) You can now click OK, the rest of the options can be left as default.

Add to Archive			
<u>A</u> rchive:			
7-Zip guidance.7z			▼
Archive <u>f</u> ormat:	7z		Update mode:
Compression level:	Normal	•	Add and replace files
			Options
Compression method:	LZMA	•	Create SFX archive
Dictionary size:	16 MB	•	Compress shared files
Word size:	32	•	Encryptics
Solid Block size:	2 GB	•	Enter password:
Number of CPU threads:	2 🔹	/4	Reenter password:
Memory usage for Compressin	g:	192 MB	
Memory usage for Decompres	sing:	18 MB	Show Password
Split to volumes, bytes:			Encryption method:
		-	Encrypt file <u>n</u> ames
Parameters:			
			OK Cancel Help

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Decrypting and opening 7-ZIP files

1. Simply right-click on the zipped file you want to open, and select 7-Zip, and then select Extract to ... (it will automatically pick a name)



2. Then you will be prompted to enter the password.

0% Extracting C:\D	ocuments and 5 to 3 2012-2013.zip	<u> </u>
Elapsed time: Remaining time:	Enter password	196 KB
Files:	Enter password:	08
Compression ratio:	l	08
PA Returns Terms 1	Show password	
	OK Cancel	
[Background Pause	Cancel

3. If you have used an incorrect password, it will tell you so, and after confirming the password with the sender, you will have to start from step 1 above again.

7-	Zip: C	Diagnostic messages	×
	# 0 1	Message C:\Documents and Settings\Desktop\PA Returns Terms 1 to 3 2012-2013.zip Data error in encrypted file 'PA Returns Terms 1 to 3 2012-2013.xls'. Wrong password?	

7-Zip

Important Notes

Zipping Files

As default 7-Zip installs itself to with "explorer extensions" that allow you to right click on items on the desktop or in windows explorer to compress files.

7-Zip has its own file format which is more efficient at compressing files than the standard zip extension, but this means that the person you are sending the file to will also have to use 7-Zip to open it again.

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Password Protecting Files

Password protecting data is very important, and choosing a good password is also as important, as your data will still be vulnerable to a "dictionary attack" where an attacker cycles through common passwords such as "Love", "Password", "12345" etc.

To protect from this, simply make your password a mixture of numbers and letters rather than simply a single word. One way to protect from this would be to use a randomly generated password or use asymmetric encryption.

Sometimes the MI team may suggest that you encrypt a file using a particular password that we are already have a note of, such as your S2S username or password.

If you have problems with any of the above please contact a member of the MI Team using the details provided below. <u>maninfo@medway.gov.uk</u> 01634 331048 01634 331068