

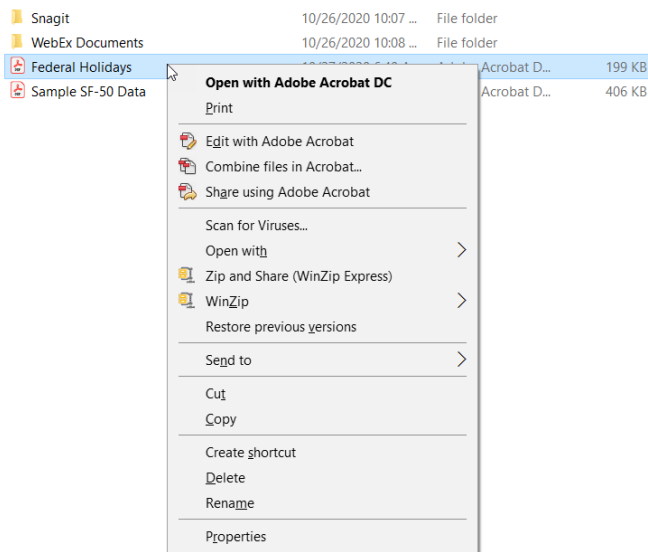
# How to WinZip and Encrypt

## For Documents Containing PII

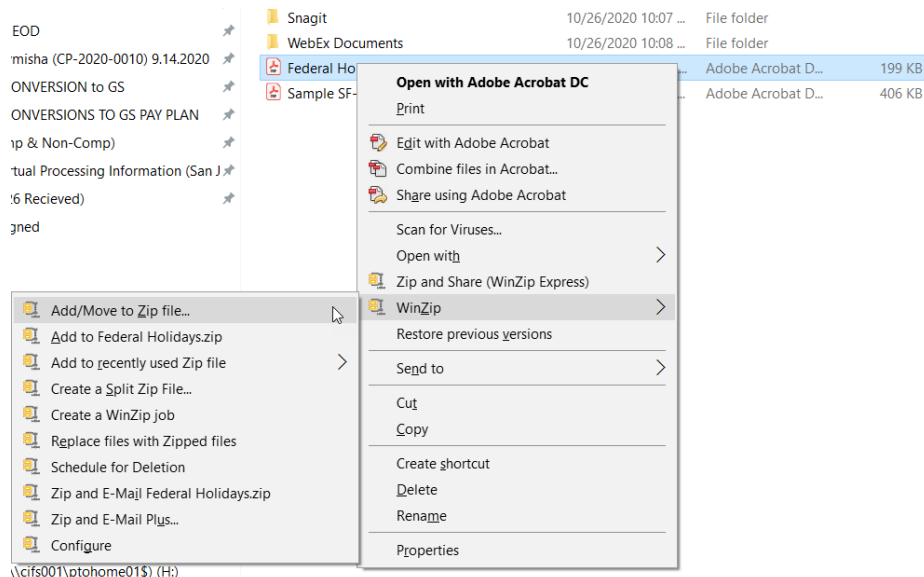
**PII:** Personally identifiable information (PII) is any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for deanonymizing previously anonymous data can be considered PII. **Documents containing PII must be sent securely.**

**Passwords and documents** should be sent in a **separate emails**.

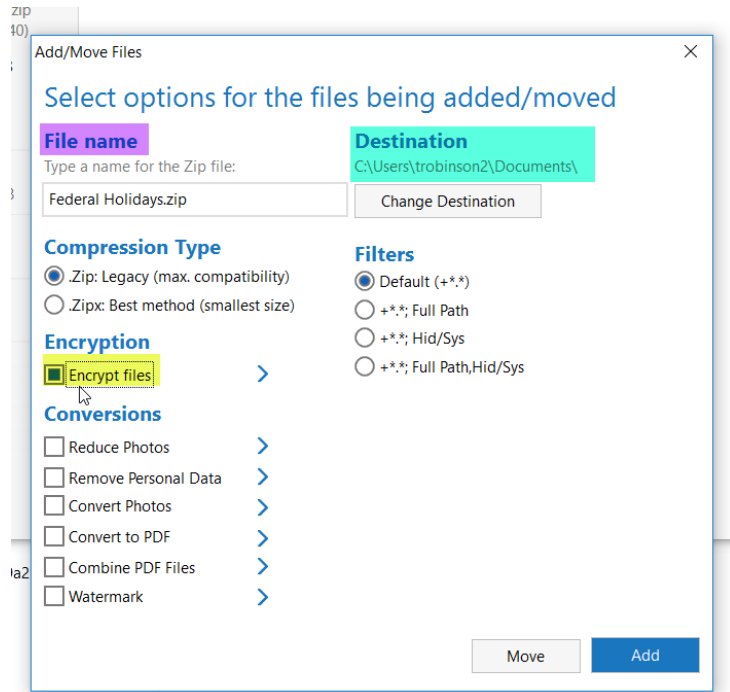
### 1. Highlight file and right-click



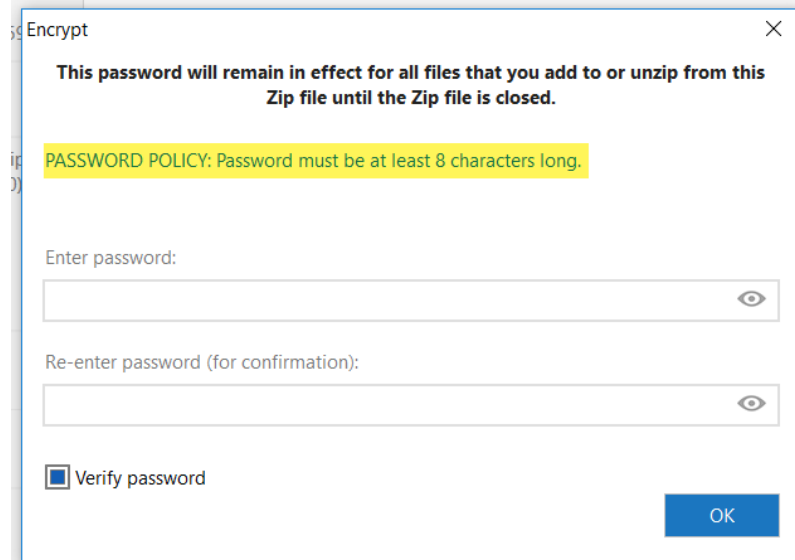
### 2. Select WinZip and Add/Move to Zip file



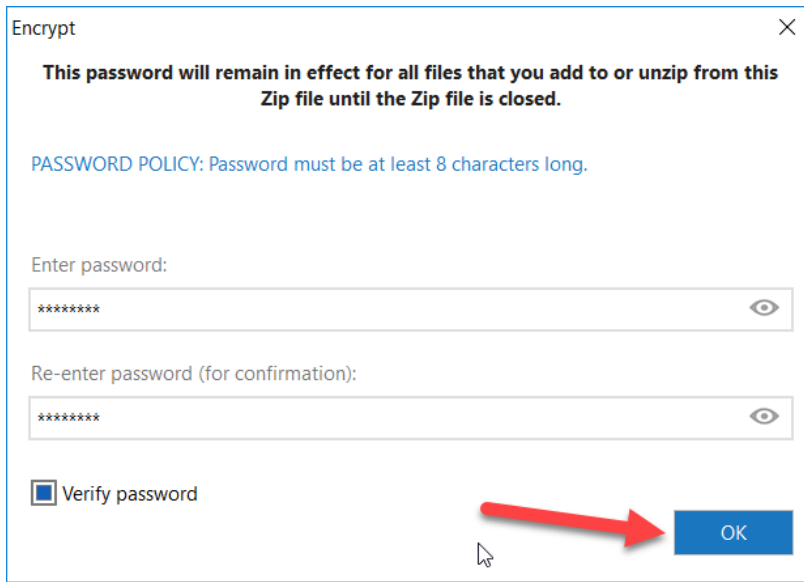
3. Select Encrypt files. At this point, you may change the file name and/or destination to save and store the document.



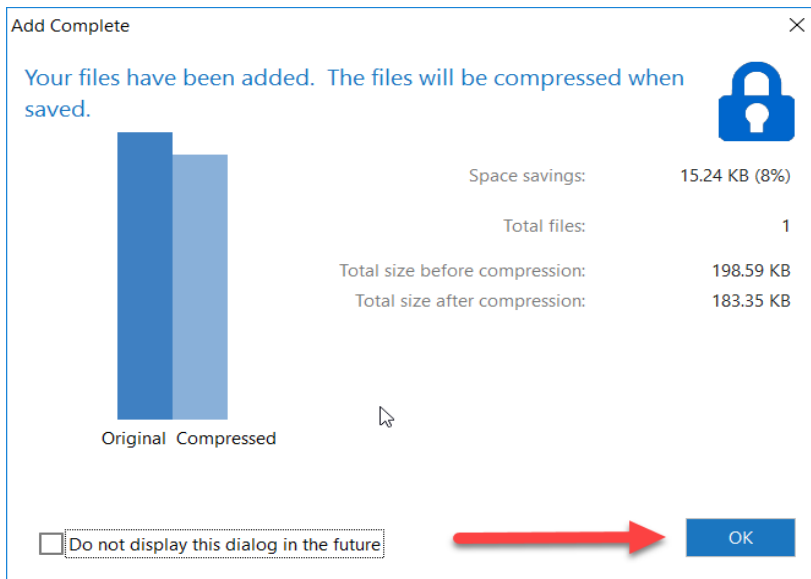
4. Create a password for your document (refer to password policy)



5. Enter password and click ok.



6. Click ok, if the dialogue box appears.



7. Your encrypted Zip file will appear in the destination selected (step 3).

Snagit	10/26/2020 10:07 ...	File folder	
WebEx Documents	10/26/2020 10:08 ...	File folder	
Federal Holidays	10/27/2020 6:40 A...	Adobe Acrobat D...	199 KB
Federal Holidays	10/28/2020 12:18 ...	WinZip File	184 KB
Sample SF-50 Data	10/26/2020 12:20 ...	Adobe Acrobat D...	406 KB