## 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)

ncrypt	×
This password will remain in effect for all files that you add to or unzi Zip file until the Zip file is closed.	p from this
PASSWORD POLICY: Password must be at least 8 characters long.	
Enter password:	
Re-enter password (for confirmation):	0
	$\odot$
Verify password	ОК

5. Enter password and click ok.

ncrypt	X		
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 POLICY: Password must be at leas	t 8 characters long.		
Enter password:			
******	$\odot$		
Re-enter password (for confirmation):			
******	$\odot$		
Verify password	ОК		

6. Click ok, if the dialogue box appears.

Add Complete		×
Your files have bee saved.	en added. The files will be compressed w	vhen
	Space savings:	15.24 KB (8%)
	Total files:	1
	Total size before compression:	198.59 KB
	Total size after compression:	183.35 KB
Original Comp	⊳ pressed	
Do not display this	s dialog in the future	ОК

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

