

Confidential
files



Email

Multimedia



Multiple
documents

Is it safe to
share this
information?

Encrypt
sensitive
files

Make sure
sensitive
information is
encrypted before
sending it away

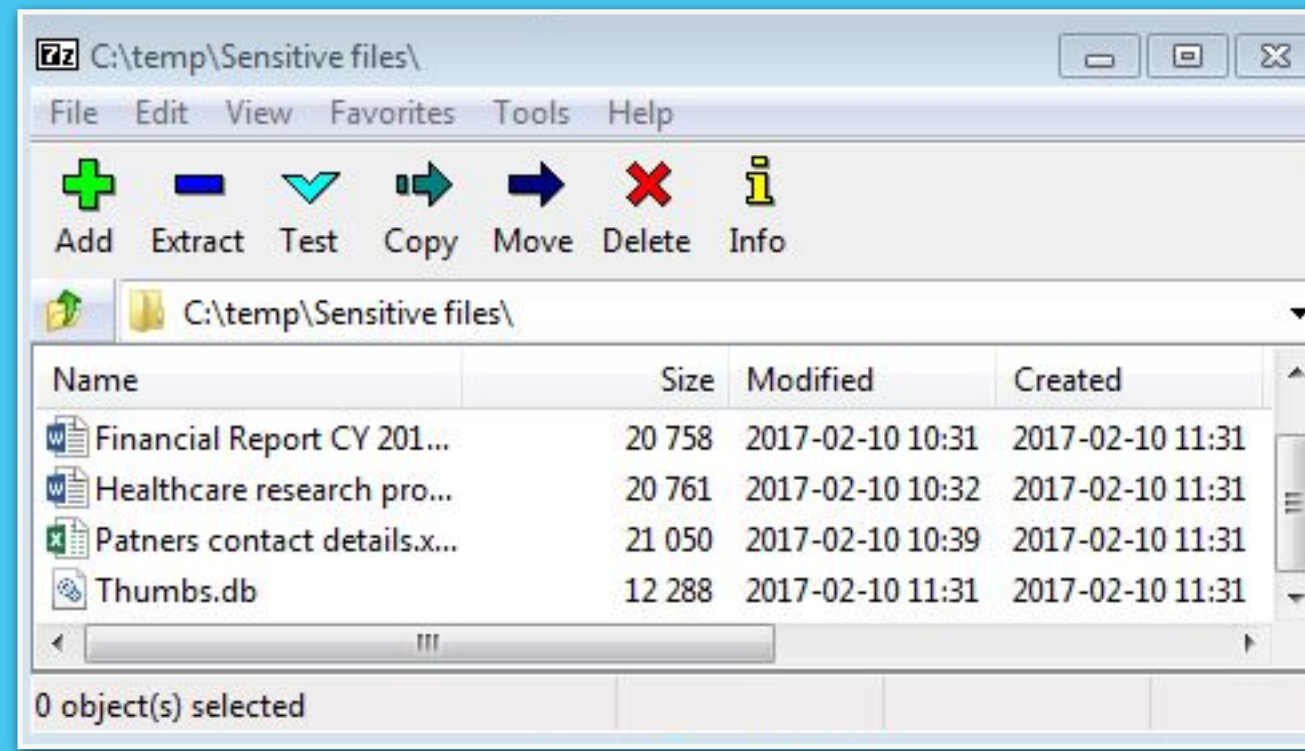
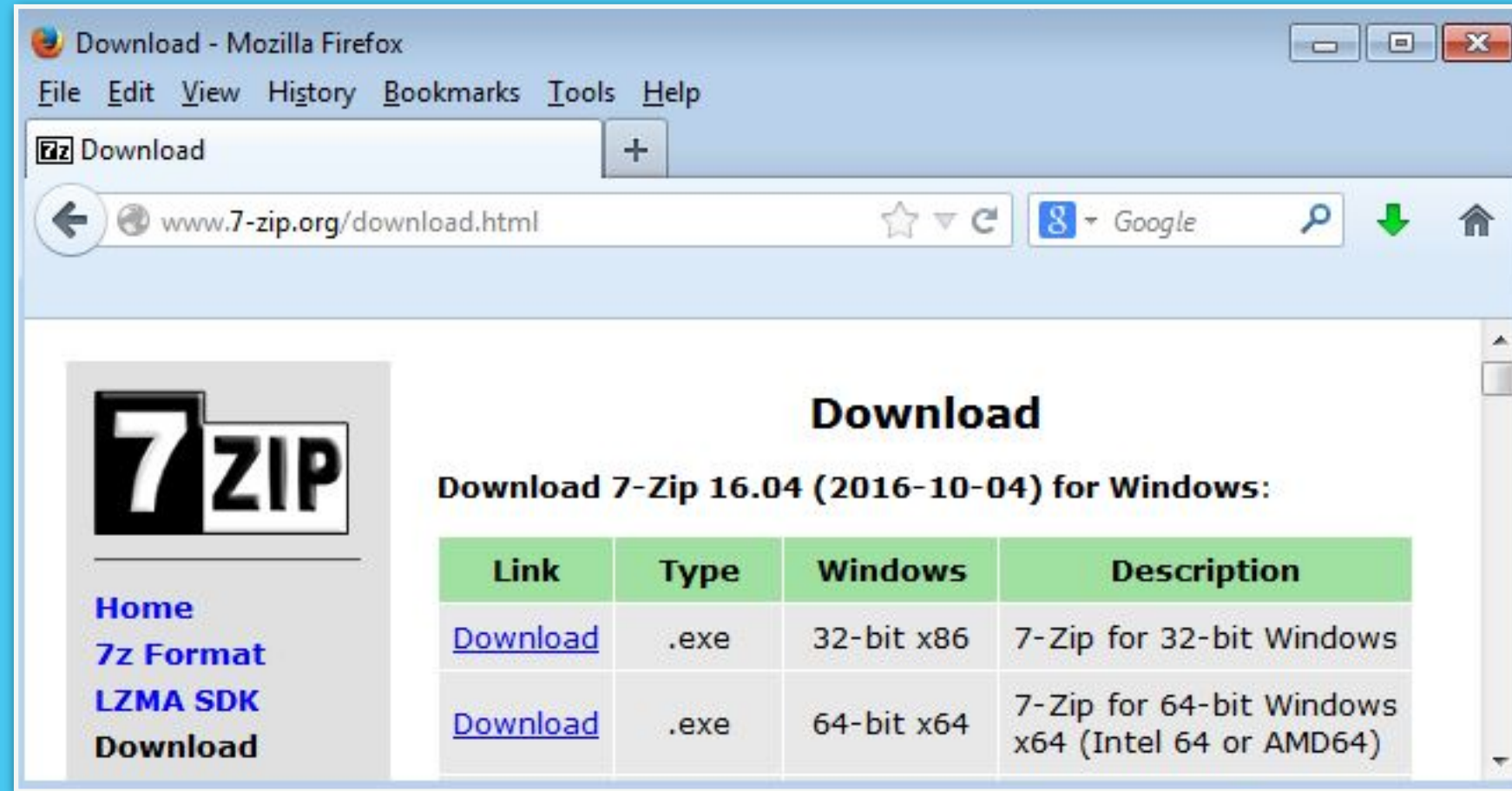


IT Services

+44 (0) 1202 9 65515

Get 7-Zip from
www.7-zip.org

1

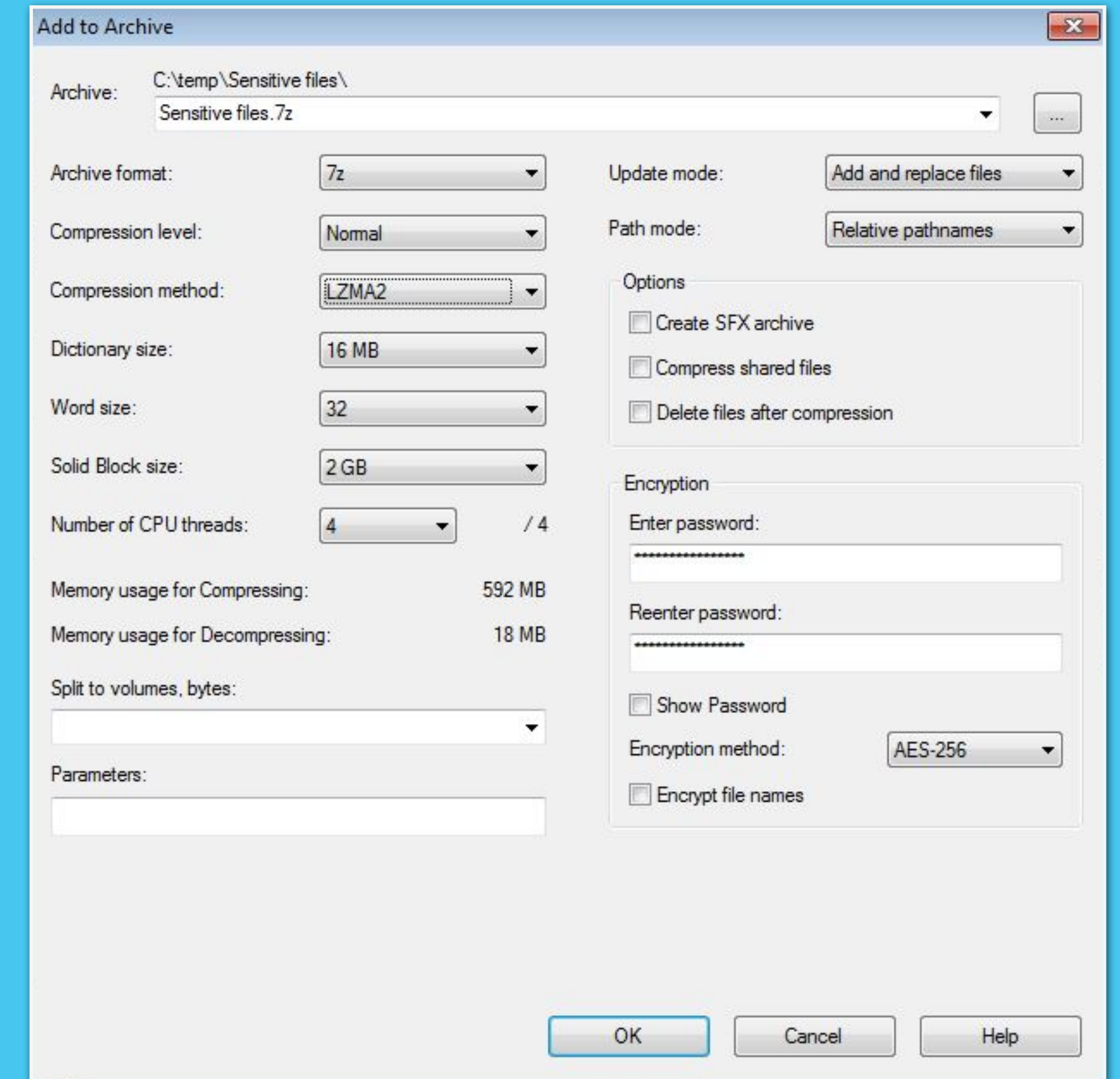


Open the 7-Zip app
and select the file(s)

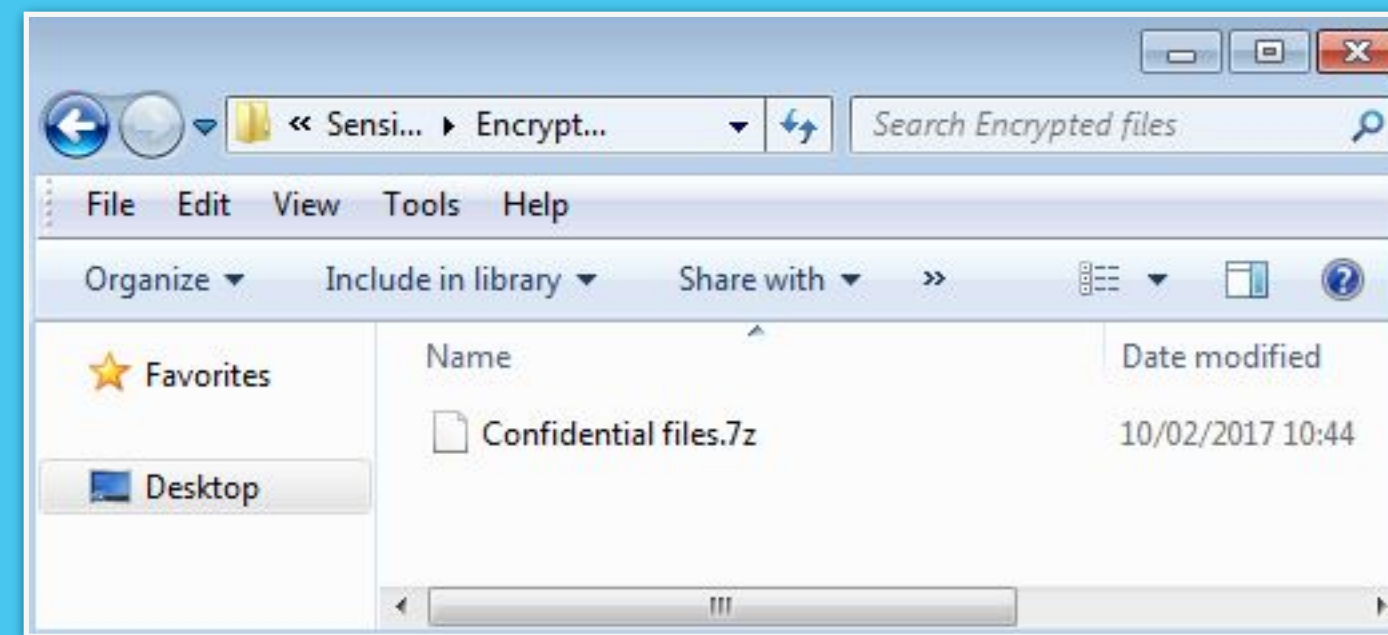
2

Add a
password

3



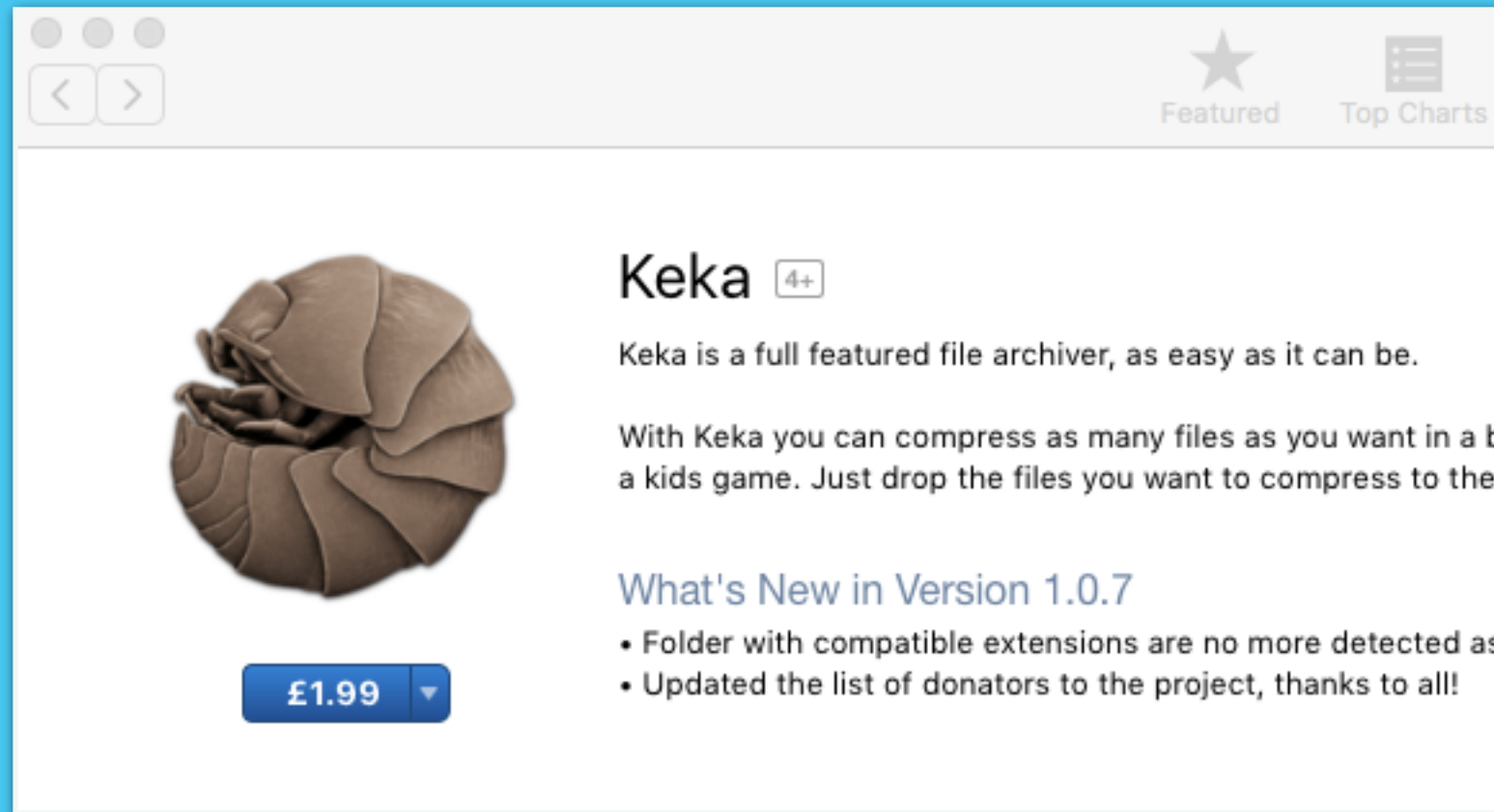
Encrypt
sensitive
files on
Windows



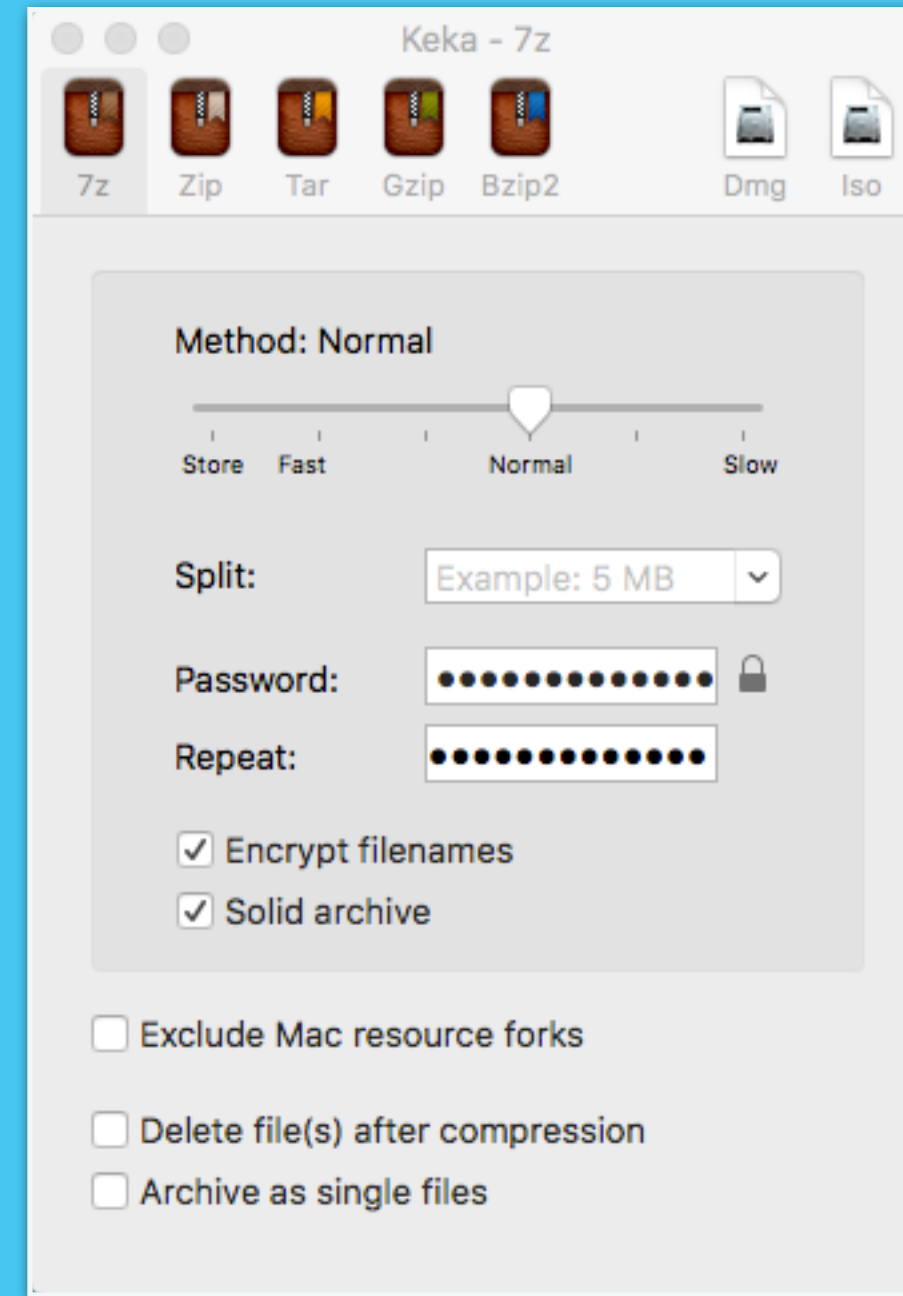
4

Now, share the
encrypted file(s)

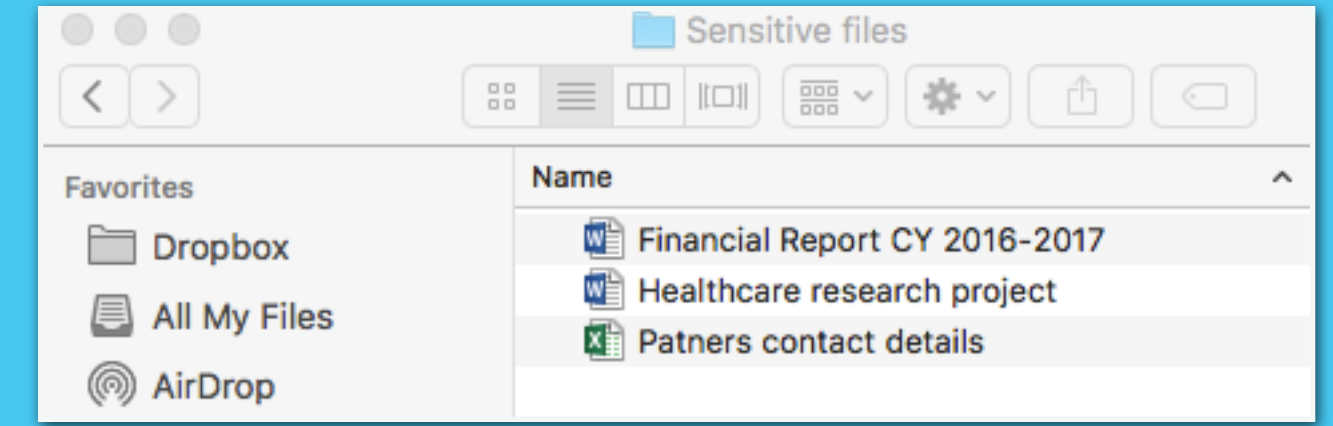
Get Keka from
Apple AppStore or
www.kekaosx.com (free)



1 ↗



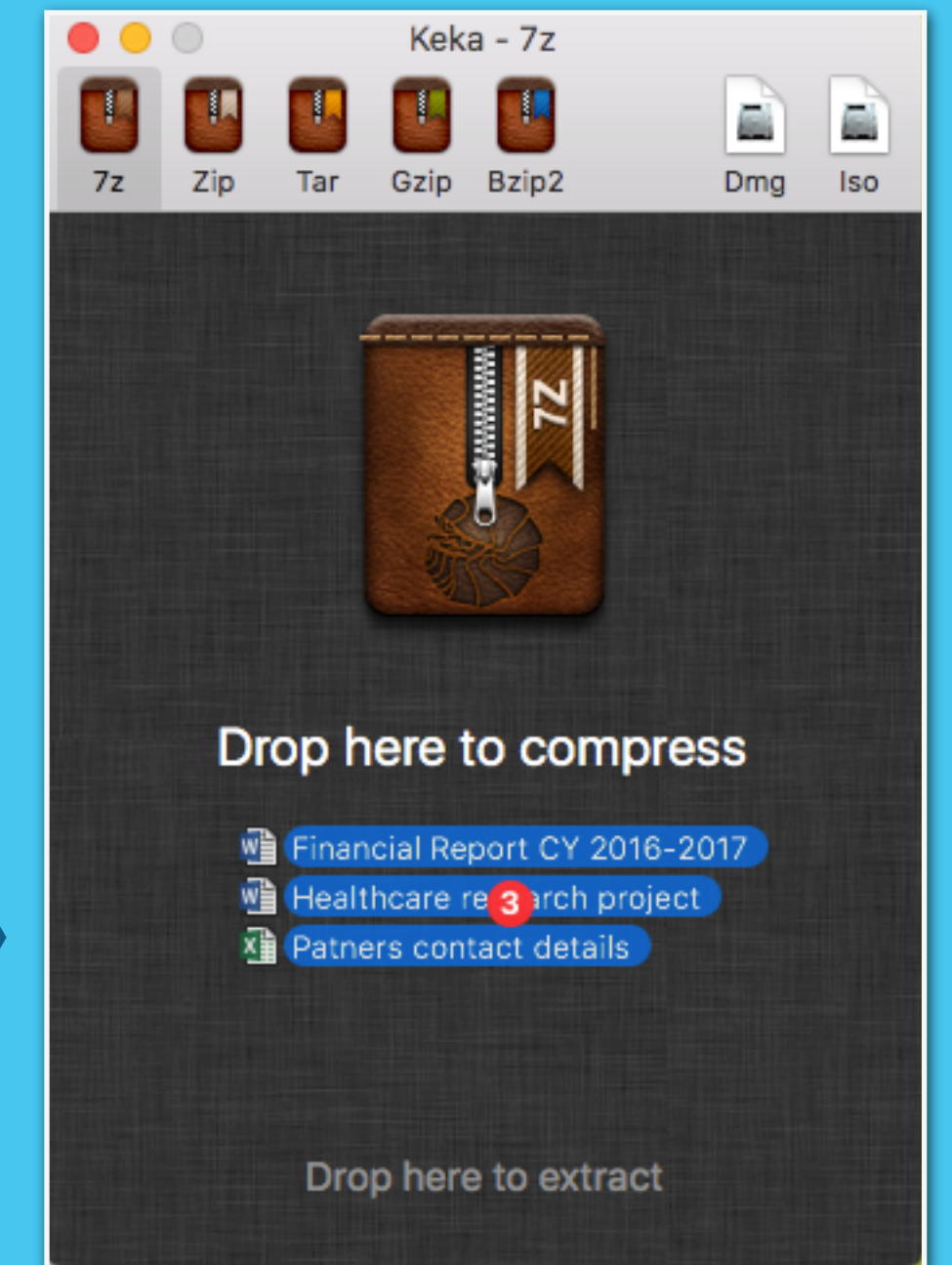
2 ↗
Set a
password
in Keka



3 ↘
Select the
file(s)

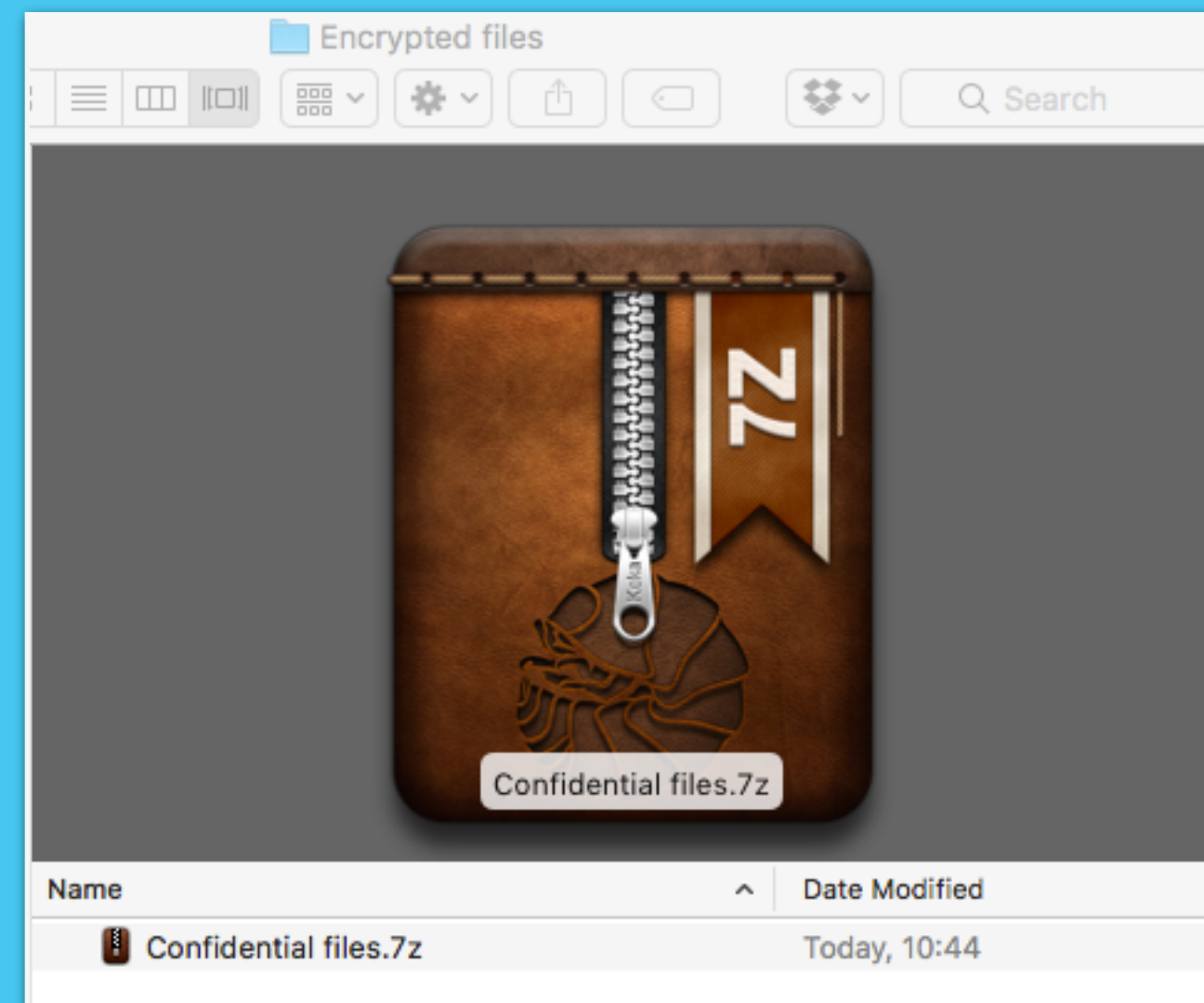
Drop
the
file(s) in
Keka

4 ↙

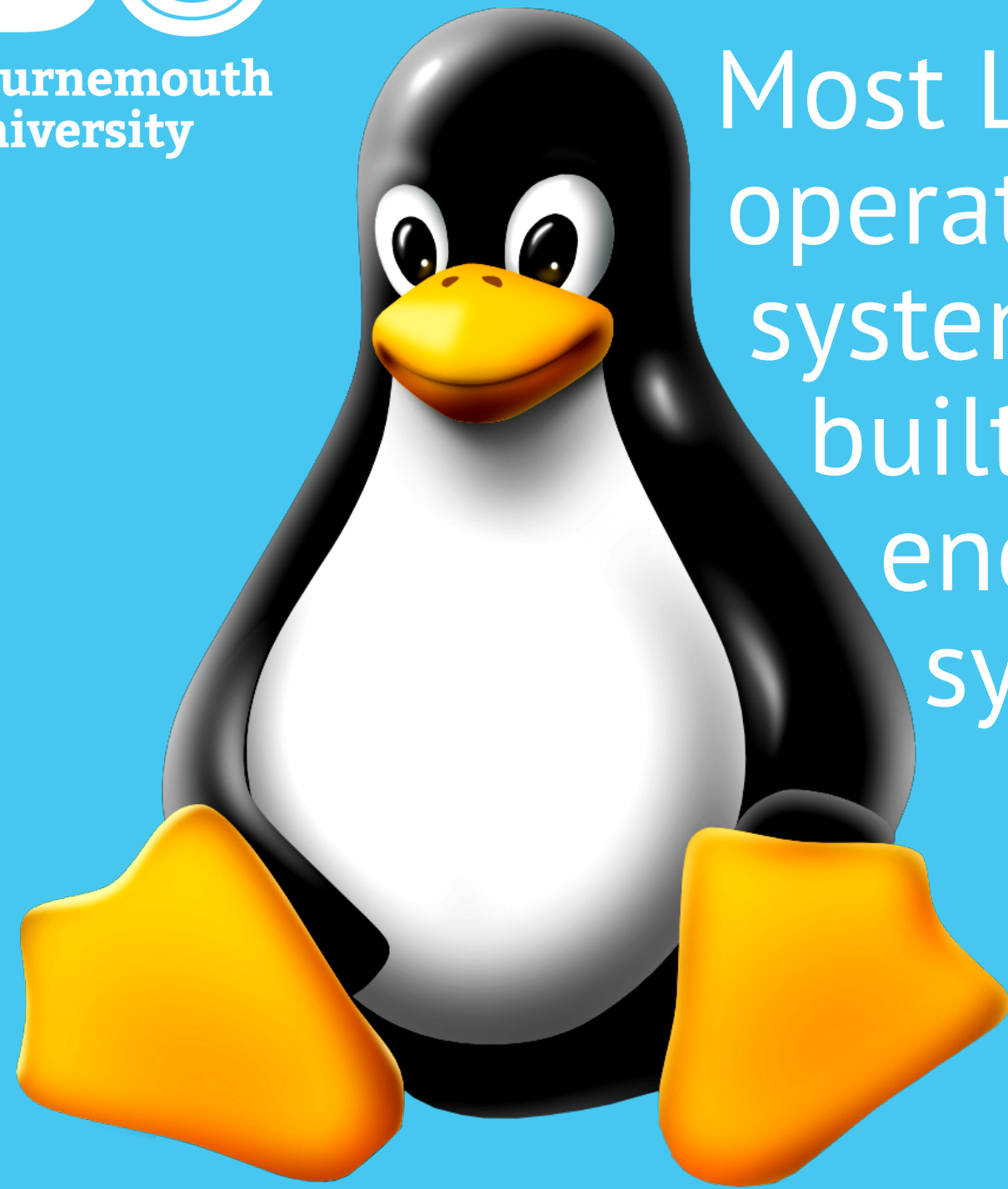


Now,
share the
encrypted
file(s)

5



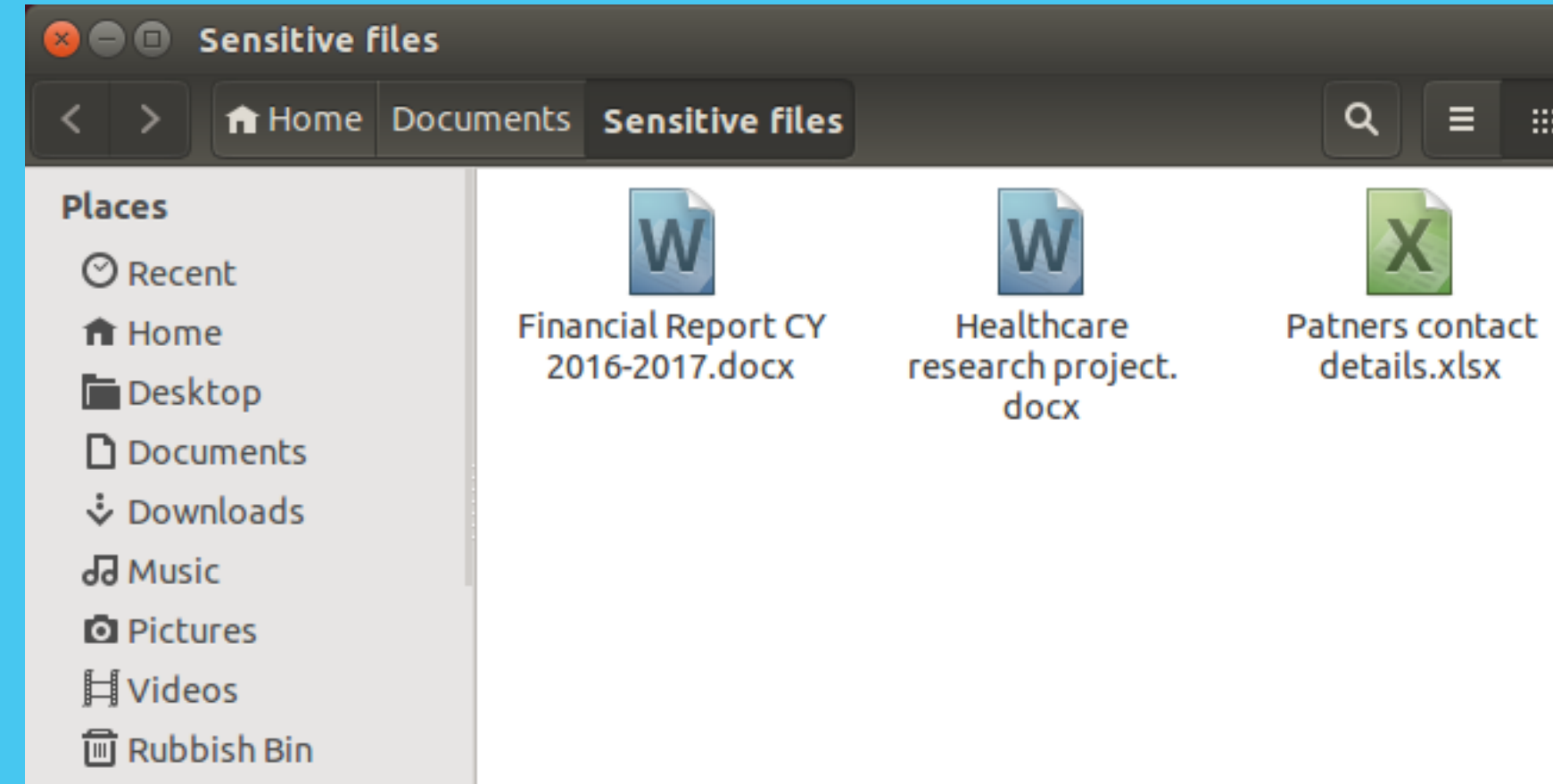
Encrypt
sensitive
files on
OSX



Most Linux
operating
systems have
built-in
encryption
system

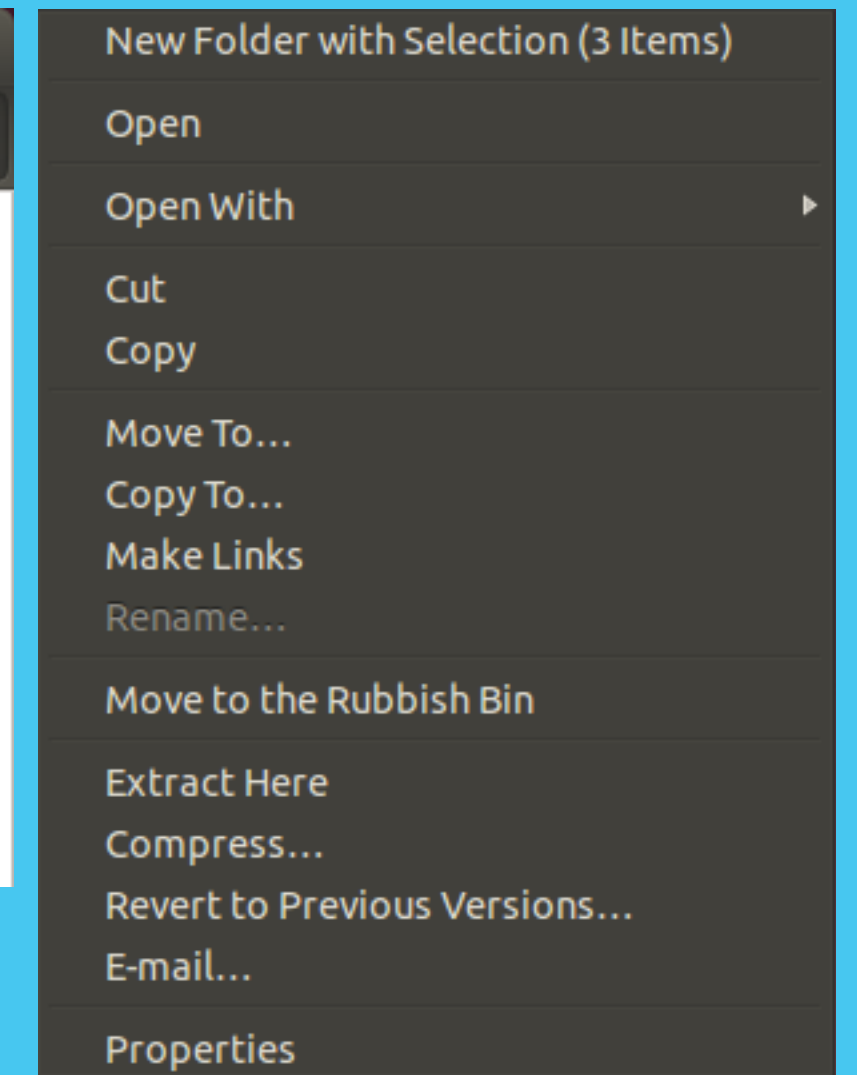
Encrypt sensitive files on Linux

1 ↗



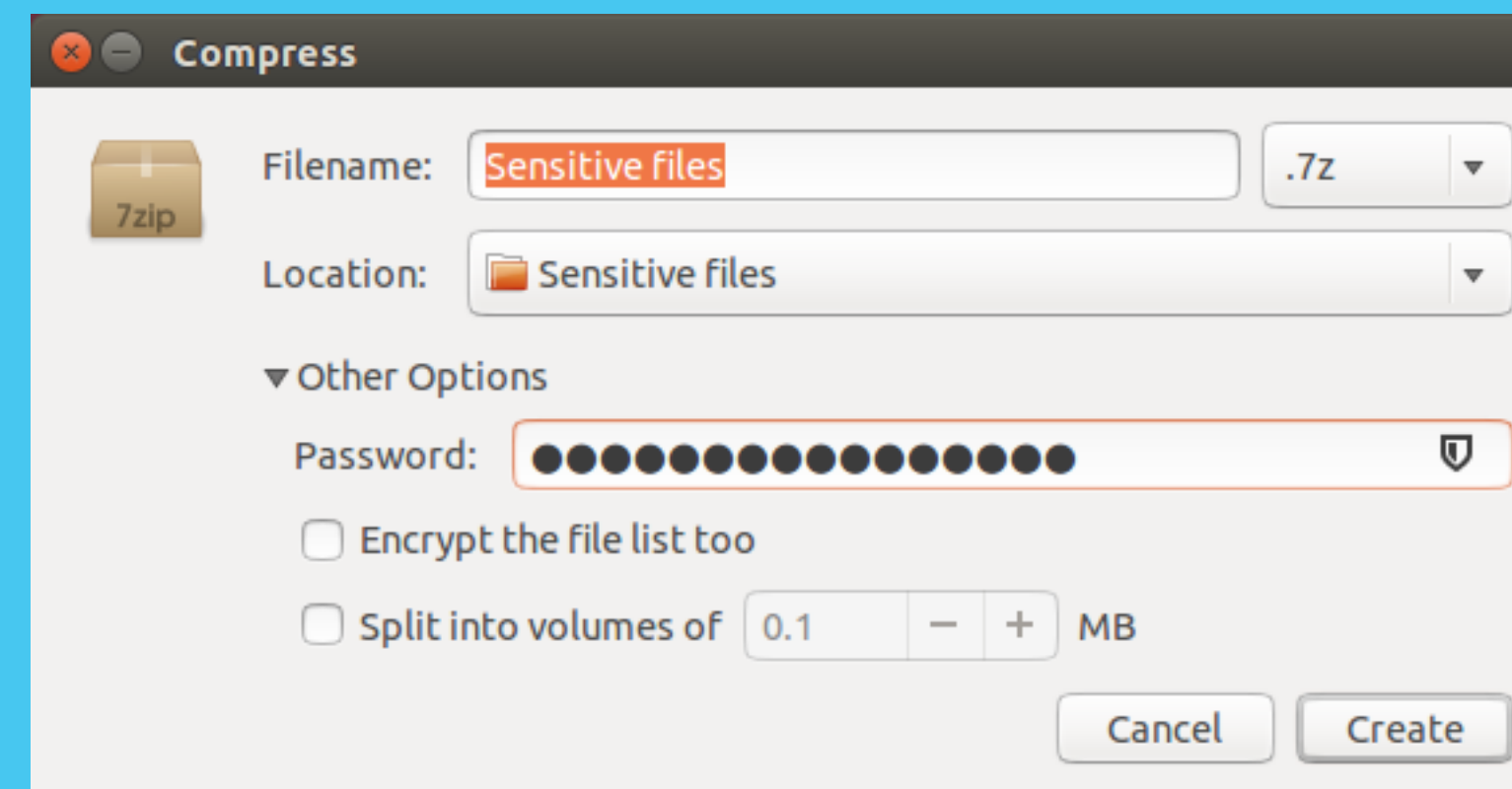
2 ↓

Right-click on selected
file(s), and select the
Compress option



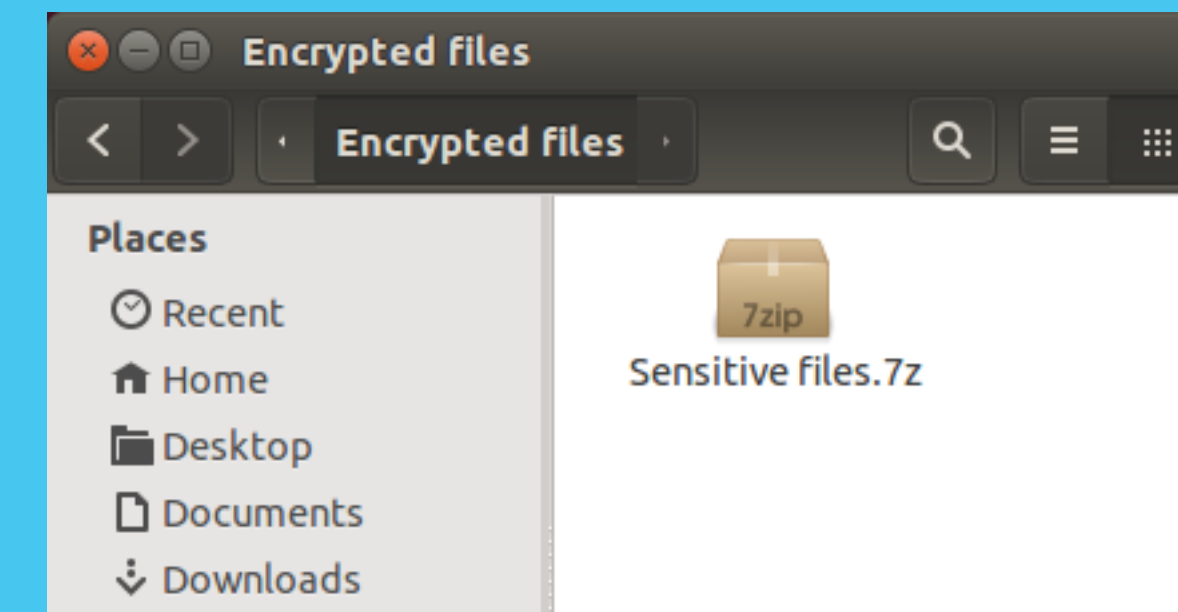
Share the
encrypted
file(s)

4



Set a password

3 ↗



IT Services