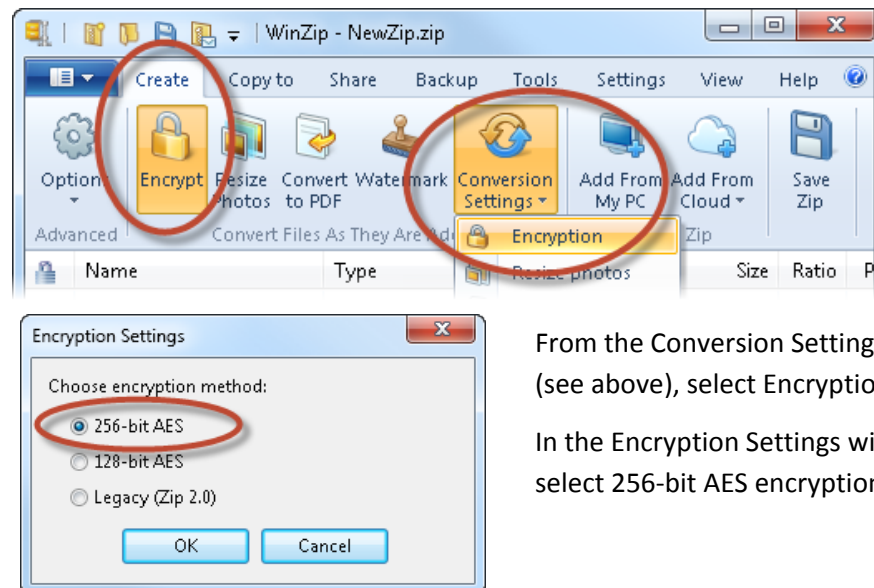|	
Overview: Encrypting Files with WinZip	To encrypt files, use WinZip <u>with the encryption option and 256-Bit AES encryption method</u>. Note that just compressing the files with WinZip will not encrypt the files. Make sure that as part of the process you: • Specify 256-Bit AES encryption • Set a password • Visually confirm the file was encrypted by noting the asterisk (*) at the end of the file name If transmitting the file, provide the password to the recipient via telephone, not email. Because of differences in computer and laptop configurations as well as WinZip version, only general instructions are provided in the next section.
Launching WinZip	When WinZip is installed on Microsoft Windows operating systems, it is usually found in the Programs, Utilities folder. WinZip can then be accessed from the Windows **Start** button by selecting All Programs, Utilities, then WinZip. You may also select WinZip by right clicking on the file to be encrypted. With this method, select the option to Add to Zip file in order to specify encryption. If WinZip is not installed on your computer, contact the MyIT Service Center for support.
Selecting 256-bit AES Encryption	Note: WinZip version 17.5 is used in the screen captures with WinZip selected from the Utilities folder. In the Create tab, click on the Encrypt icon to select. From the Conversion Settings list (see above), select Encryption. In the Encryption Settings window, select 256-bit AES encryption.

Adding Files	To add files to the Zip file there are Add options from the toolbar or you may drag-and-drop the files or folders into WinZip.

If you've selected the encryption option, when adding a file for the first time you should be prompted to enter a password. Encrypted files will have an asterisk at the end of the filename. If you add additional files to the Zip file, they will be encrypted using the same password. There is no recovery for lost Zip file passwords.
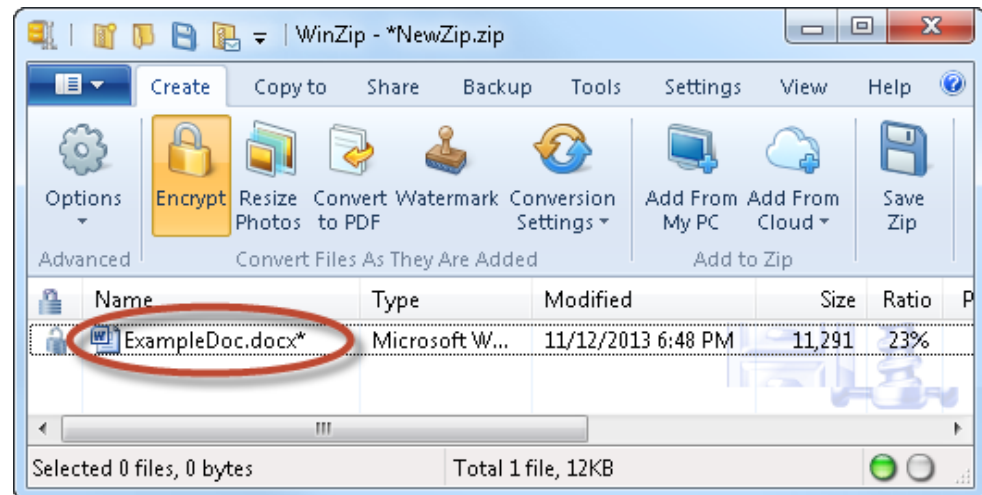
 Save using the file pull-down options or the Save icon.

Decrypting a File	Open an encrypted file in the Zip file by double clicking the file name or by selecting the file then choosing the Unzip option in the toolbar to save the file elsewhere. Enter the password when prompted. This will unlock all the files in the Zip file; you will not be prompted for the password again. After viewing a decrypted file, first close the application used to view the decrypted file, then close WinZip. This allows WinZip to securely delete the temporary file created for viewing.

Encryption Requirements	Northrop Grumman Private/Proprietary **Level II** information:

- Must be encrypted at all times - at rest (stored on any media) and when transmitted

Northrop Grumman Private/Proprietary **Level I** information:

- Must be encrypted when transmitted over the Internet
- Encrypt on removable media (ex. removable hard drive, USB flash drive)