Encrypting the data you wish to send using WinZip

 Name the file you want to send using the s2s format e.g. : 101LLLL_DFESXXX_max15characters.xls [101 = LA number];



2) Right click on the filename, choose WinZip and click on 'Add to zip file';

- In the 'Compression' section highlight
 'Zip Legacy compression (maximum compatibility)';
- 4) Under 'Options', tick 'Encrypt added files', then click 'Add';



5) This will bring up the 'Encrypt' box to create a password. The password must be at least eight characters long.

- 6) Please remember the password as you will have to relay it to the destination organisation after you have been informed that the encrypted file has been received (see Error! Reference source not found. below).
- 7) Under 'Encryption method', click '256-Bit AES (stronger)'.
- 8) Click 'OK'. The WinZip file will have been created in the folder in which you have saved the original file/s.

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