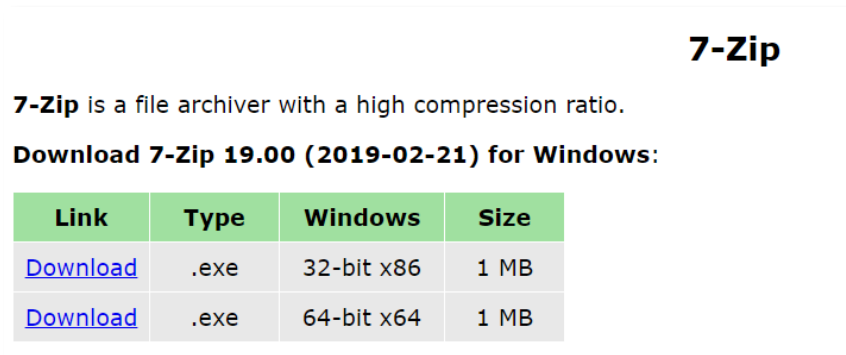


How to Install 7-Zip

1. Go to 7-Zip's home page and choose the version you want to download:

<https://www.7-zip.org/>



7-Zip

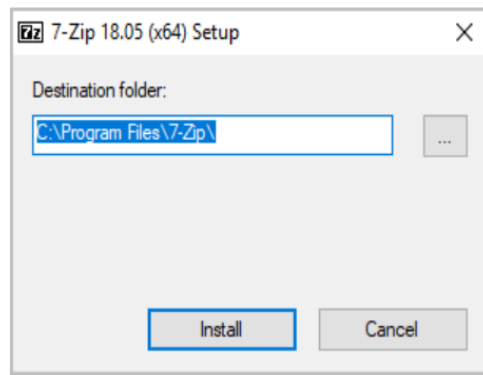
7-Zip is a file archiver with a high compression ratio.

Download 7-Zip 19.00 (2019-02-21) for Windows:

Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

2. Choose the version you want and click on the “**Download**” button

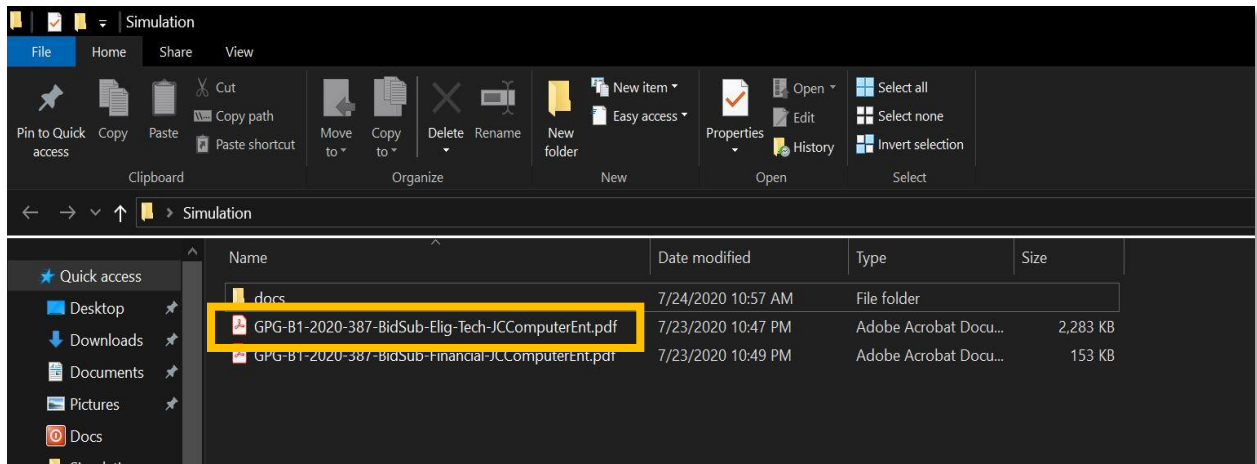
3. A new window will prompt which asks you what directory you like to install the program. Choose the destination folder you want to save the program and click “**Install**”.



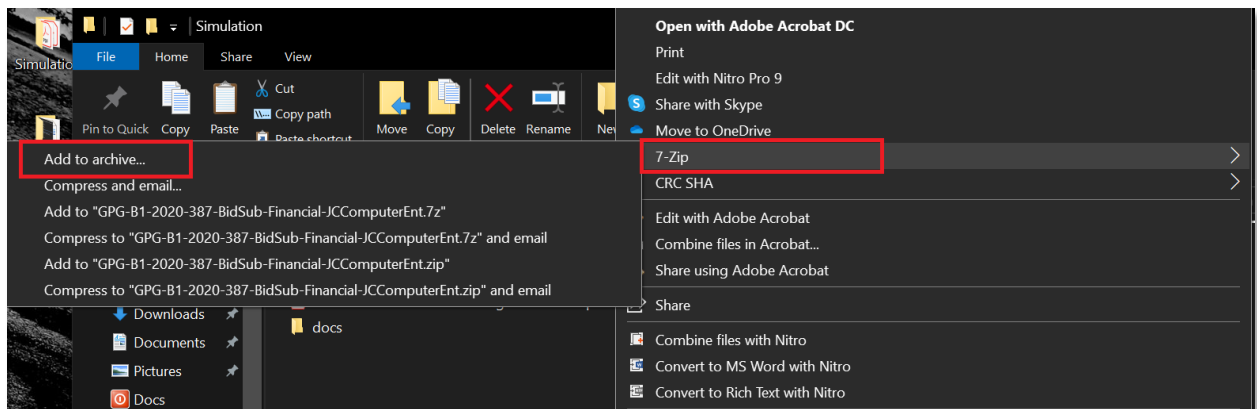
4. Once the 7Zip is installed, hit the “**Finish**” button.

How to Use 7-Zip to Compress Files

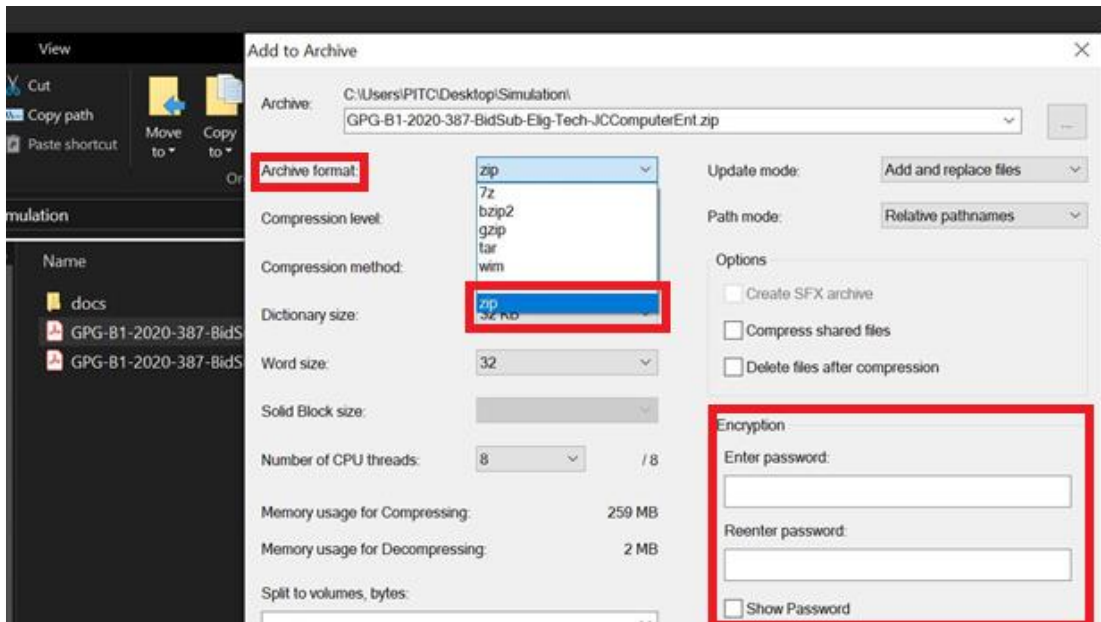
1. Locate the file that you want to compress or encrypt:



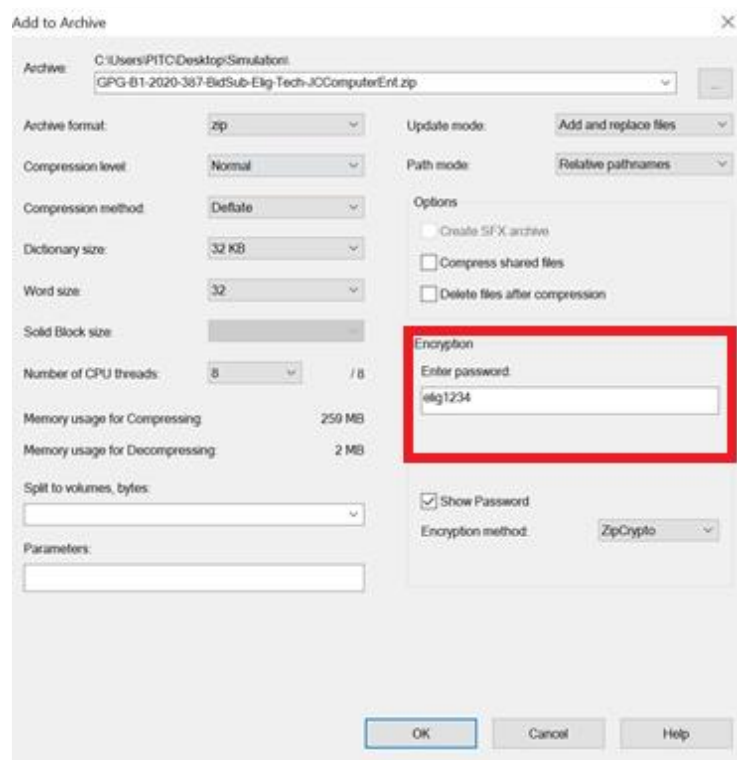
2. Right click the file, find “7-Zip” and select “Add to archive”



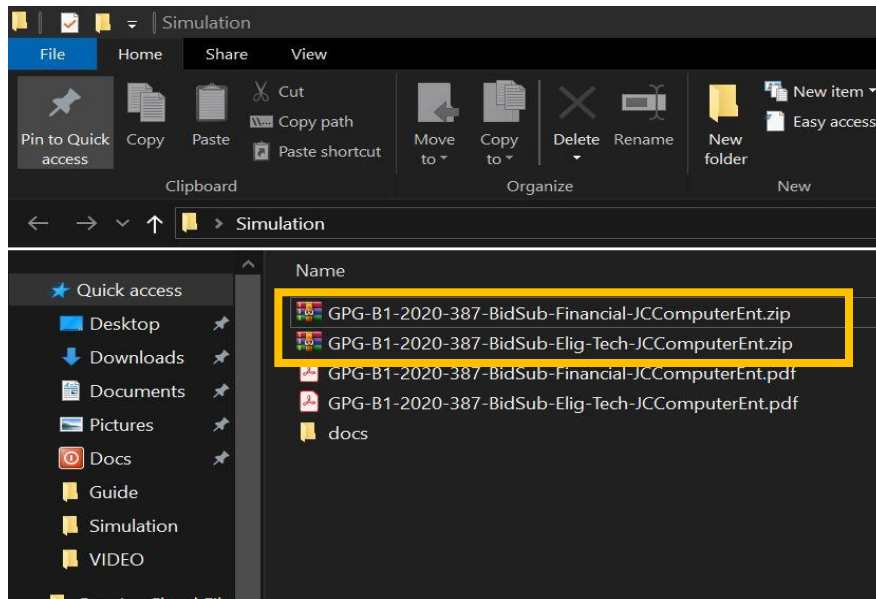
3. A new window will prompt which you need to modify the Archive format and input password for file encryption:



4. Input desired password. There's an option to check by ticking the checkbox to “**Show password**” to check if your password is correct and press “**Ok**” button to proceed.



5. A compressed and password protected zip file will be created.



6. You may now attach the compressed files and then email.