

How to Use 7-Zip

Please remember that for information security all documents and applications sent to SIT should be in a 7-Zip password protected folder.

Step 1

Create a folder with the files you want to send

Docu	ments library	
7-ZIP DE	MO	
Vame		~

Step 2

Right click on folder and select "7-Zip – Add to archive..."

Name			Date modified	Туре	Size		
🕌 SURNAME,I 🥌	Open Open in new window Add to VLC media player's Playlist Play with VLC media player		26/01/18 15:36	File folder			
	7-Zip	•	Add to archive				
	CRC SHA Scan with Sophos Anti-Virus Restore previous versions Send to Cut Copy	•	Compress and email Add to "SURNAME,Initials-Arrival Documents.7z" Compress to "SURNAME,Initials-Arrival Documents.7z" and em Add to "SURNAME,Initials-Arrival Documents.zip" Compress to "SURNAME,Initials-Arrival Documents.zip" and en		nts.7z" cuments.7z" and email nts.zip" cuments.zip" and email		
	Create shortcut Delete Rename						
	Open folder location						
uments Date m	Properties						

Step 3

Enter the password provided to you by SIT (case sensitive) where prompted and click ok

E,Initials-Arrival Docum	ents.7z		•
[7z	•	Update mode:	Add and replace files
Nomal	•	Path mode:	Relative pathnames
LZMA2	•	Options	
16 MB	•	Create SFX an	chive
		Compress sha	red files
32	•	Delete files aft	er compression
2 GB	•	Encryption	
: 4	• /4	Enter password:	
pressing:	592 MB	Beenter passworr	4.
mpressing:	18 MB		
		Show the same	rd -
	•	Encryption metho	d: AES-256
		Encrypt file na	mes
	E,Initials-Arrival Docum	E,Initials-Arival Documents.7z	E,Initials-Arrival Documents.7z 7z Update mode: Normal Path mode: IZMA2 Options 16 MB Create SFX and 32 Delete files aft 2 GB Encryption encessing: 592 MB mpressing: 18 MB Show resume Encrypt file national encrypt file na



Step 4

There will now be a new folder next to the first with a ".7z" at the end of the name. You can email this password protected file by right-clicking and selecting "Send to – Mail recipient" or by attaching the folder to an existing email

Documents	library
7-ZIP DEMO	

Name

- J SURNAME, Initials-Arrival Documents
- SURNAME, Initials-Arrival Documents.7z

SURNAME, Initials-Arrival Documents	26	/01/18	15:36	File folder	
SURNAME,Initials-Arrival Documents.7	Open 7-Zip CRC SHA Scan with Sophos Anti-Virus Restore previous versions	*	.5:40	7Z File	1 KB
	Send to Cut Copy	•		Compressed (zipped) folder Desktop (create shortcut) Documents Fax recipient	
	Create shortcut Delete Rename			Mail recipient DVD RW Drive (D:) Personnel Services (G:)	
	Open file location Properties		999	dops0682's Home Drive (H:) InterDrive (I:) ADMN Departmental Drive (O	:)

If you have any queries on the use of 7-Zip or do not know your password contact SIT. If you have technical queries you should contact your local IT support.

7-Zip can be downloaded here: <u>http://7-zip.org/</u>

Staff Immigration Team

University of Oxford <u>https://staffimmigration.admin.ox.ac.uk</u>