

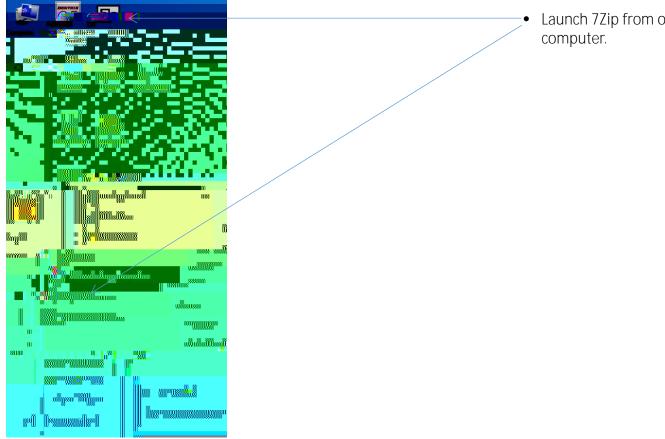
7Zip Archiver

Using 7Zip to compress files for Secure-Mail attachment

All images are stock photos used in our demo environment



Step 1:



Launch 7Zip from one of the locations on your computer.



Step 2:

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Folders	Files	Name	Size	Modified	Created	Comment
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			MG_0	596.JPG	41.4.P\$\$	703.00-2049
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- Navigate to the location on your computer where the files are located
- Holding down CTRL key plus left mouse clicking select all of the files to add to the zip folder. Alternatively, if you want to select all of the files press and hold the CTRL A key.
 #

the selected files to a zip folder.



• Give the file an appropriate

Step 3:

chive	•			Add to Ar		 name Click on the browse button to
C:\Users\Brightsquid\Desktop\Adar AdamAbleX-rays.zip	m Able∖			<u>A</u> rchive:		select a different location to save the zip folder
ormat: zip	•	<u>U</u> pdate@ode:	Add and replace files	Archive <u>f</u>		Select the archive type which
sion <u>l</u> evel: Normal	•	Path mode:	Relative pathnames	Compress		should be zip
sion <u>m</u> ethod: Deflate	•	Options	VA	Compress	/	• # OK Attach the zip folder to your
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32	•	🔲 Delete files after	opmoression	Word size		
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