

Download and install 7zip from the GPSB FTP server. (it is under the "School Technical" then "zipper" and listed as 7z920.exe). Once you have it downloaded follow the instructions below.

Open 7zip

You will see your computer files in the window.

Navigate to the folder with the files you want to zip.

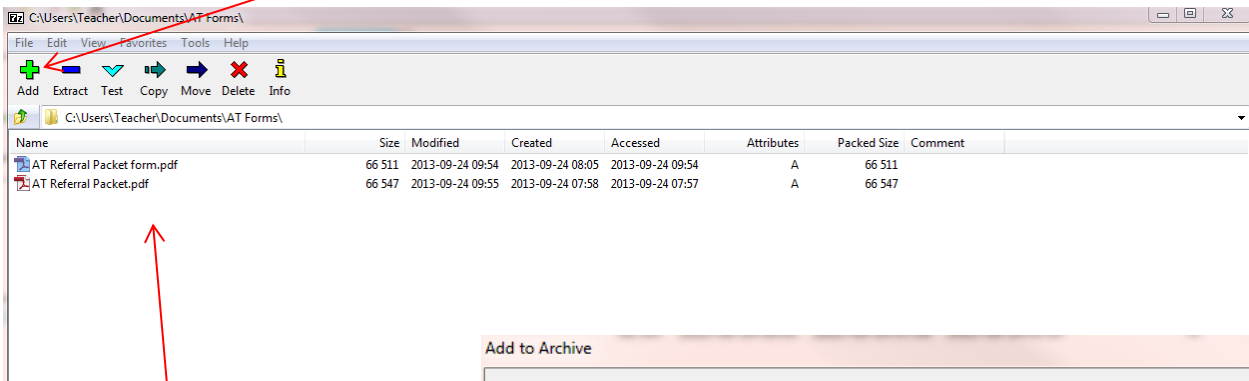
Select the file(s) you want to zip. Click the green + button.

Enter the password and click the "Encrypt file names" if you want to include student namd/data and click "OK".

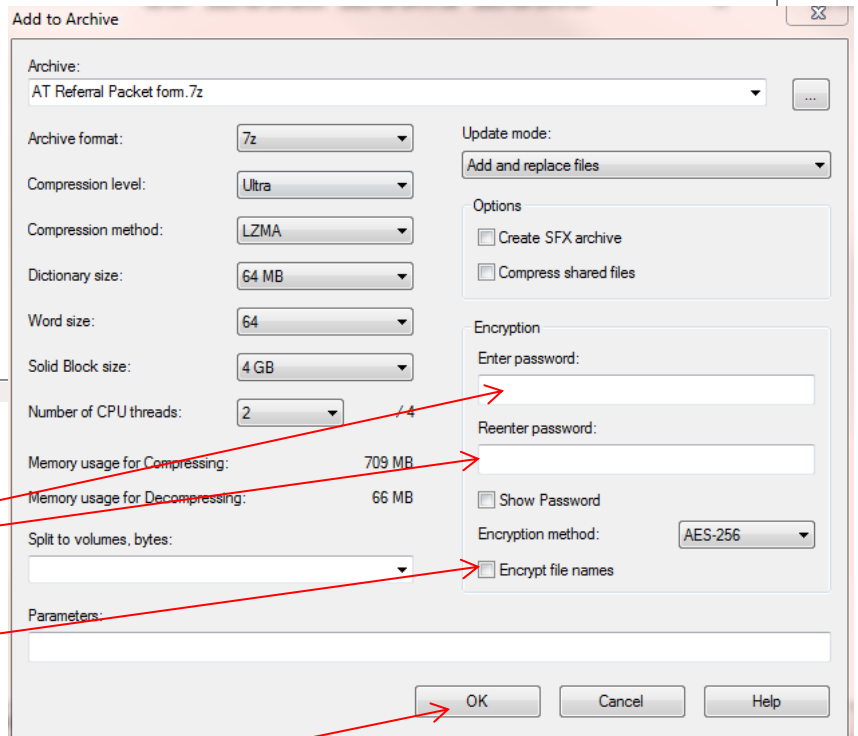
Then you can email the file and the password (separately of course, better yet to call and give them the password if you can).

File is saved where the original file is located.

Click here to add the file(s) to zip.



Navigate and select files from here.



Enter the password.

Check if you want to encrypt the file name.

Click "OK"