



Getting Started with PKWARE's SecureZIP for Windows

This document will help you begin using PKWARE's SecureZIP, a compression and encryption tool for Windows that does the following:

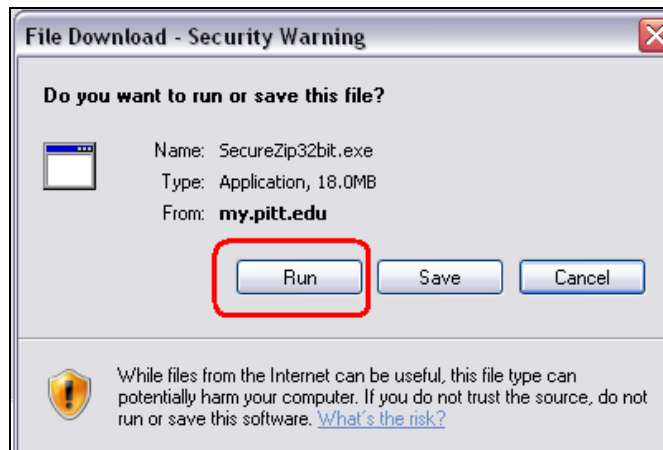
- compresses files and folders into archives
- encrypts files and folders
- compresses and encrypts file attachments in Microsoft Outlook

Note: You must reboot your computer after installation for the Microsoft email integration to work (please see the section for **Microsoft Outlook Users** below).

Downloading and Installing SecureZIP

You can download and install SecureZIP using the [Software Download Service at My Pitt](#). Faculty and staff can also download and install SecureZIP from the **Secure Your Data** portal community at My Pitt (my.pitt.edu).

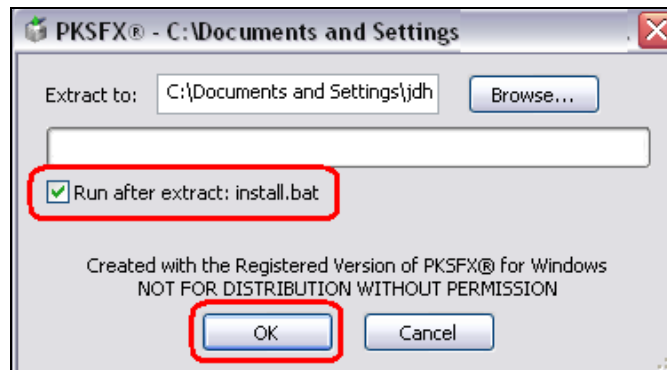
1. When you download SecureZIP, you may see a **File Download – Security Warning** window. If this window displays, click **Run** to download SecureZIP. It is safe to run the file.



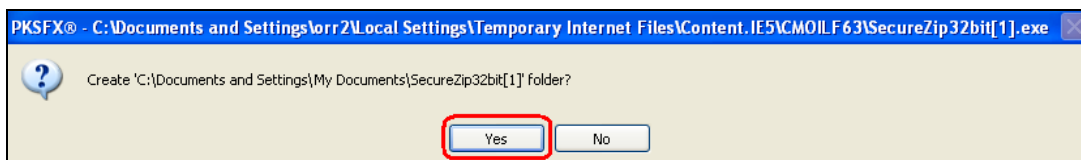
2. You may see an **Internet Explorer – Security Warning** window. If this window displays, click **Run** to install SecureZIP. It is safe to run the file.



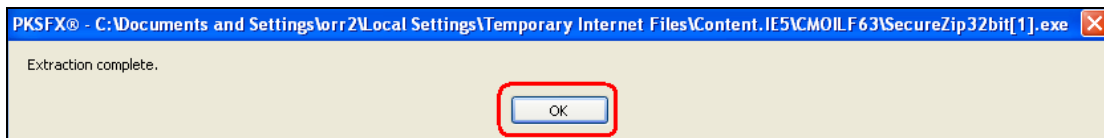
3. You will be prompted to select a location to extract the file. Select a location, check the box next to **Run after extract:** **install.bat**, and then click **OK**.



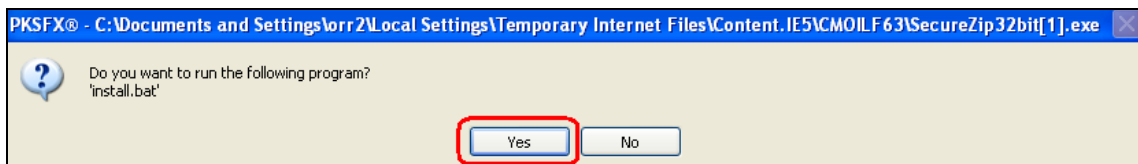
4. You may be prompted to confirm the location of the extracted file. Click **Yes**.



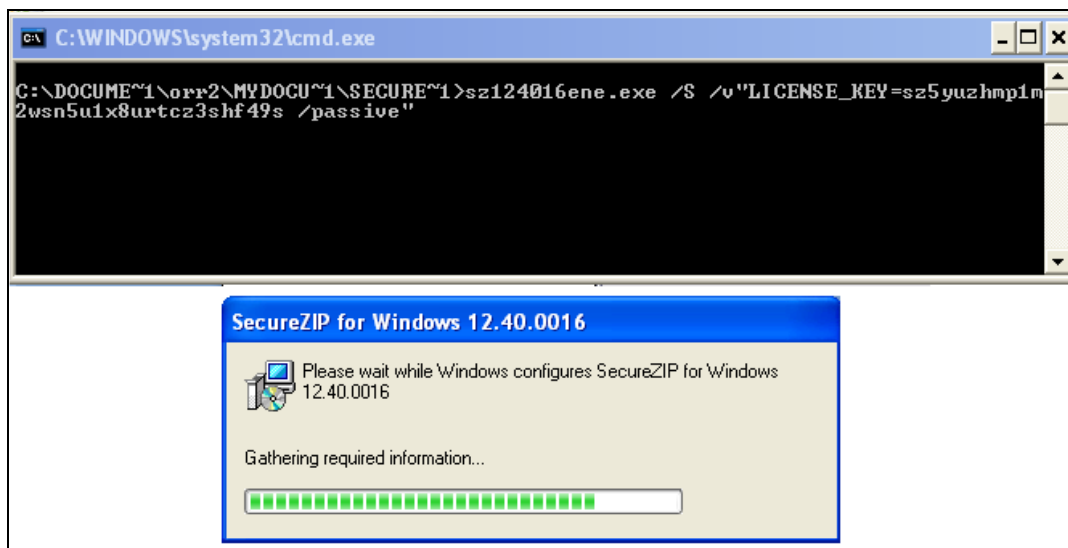
5. An extraction complete message will display. Click **OK**.



6. You will be asked if you want to run install.bat. Click **Yes**.

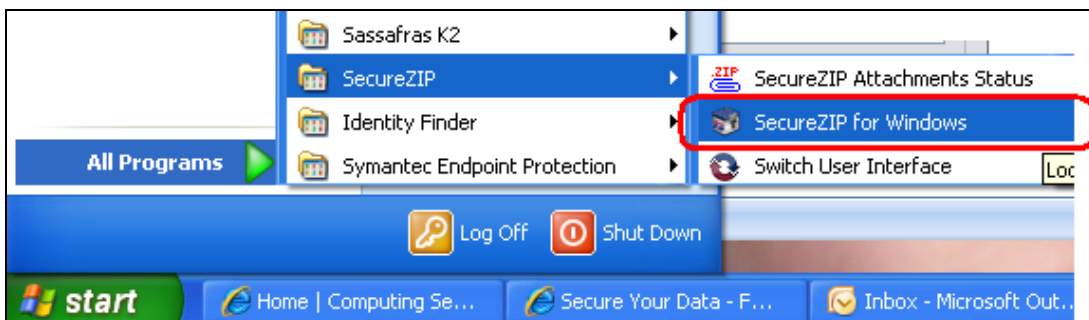


7. A **cmd.exe** window will briefly display while SecureZIP is installed. Once the windows disappear, SecureZIP has been successfully installed.



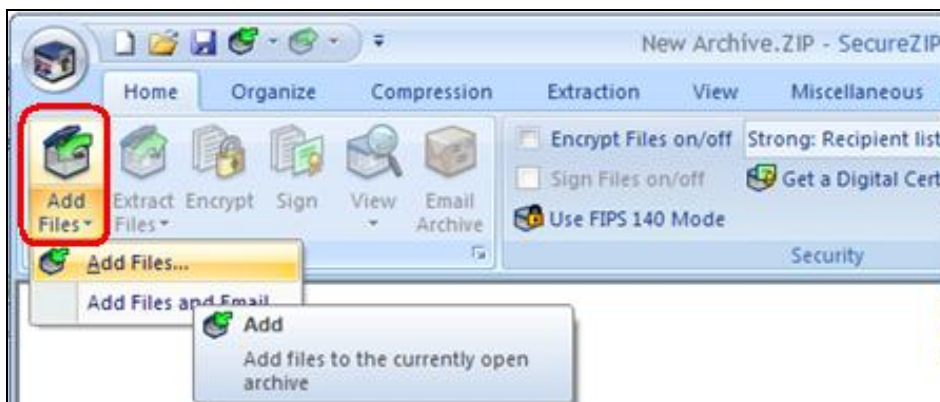
Launching SecureZIP

To launch SecureZIP, click shortcut icon on your desktop. You can also click the **Start** menu, select **All Programs**, select **SecureZIP**, and click **SecureZIP for Windows**.

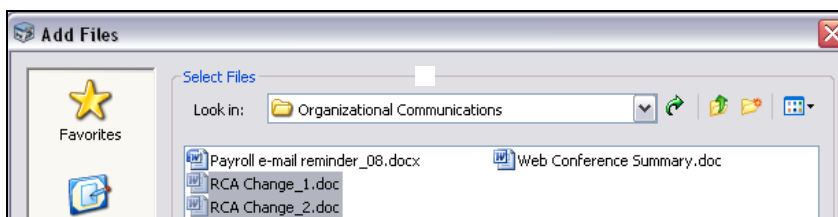


Creating an Encrypted Archive

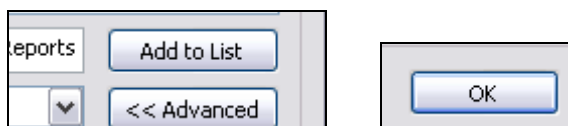
1. Launch SecureZIP and click the **Add Files** button.



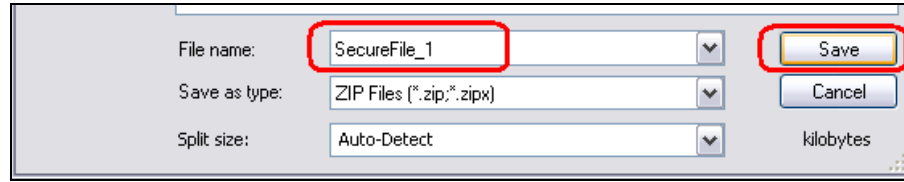
2. Select the files you want to add (use CTRL-click to select multiple files).



3. Click **Add to List**, and then click **OK**.

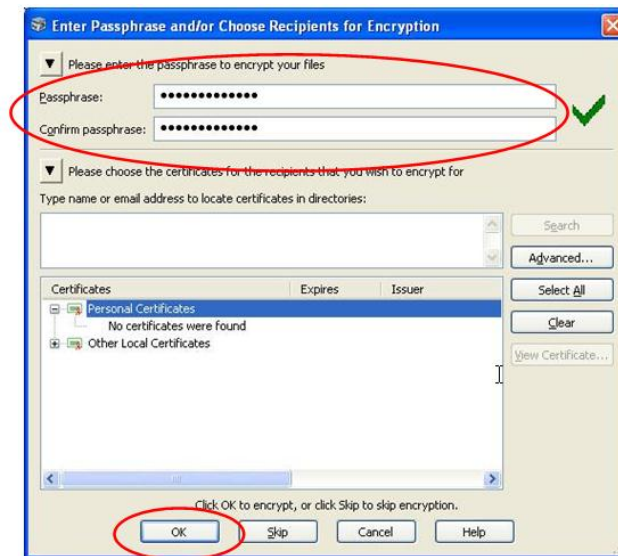


- In the **Save Archive As** window, choose a name and location for your archive and click **Save**.



- Enter and confirm a passphrase to encrypt the archive. The red 'X' will change to a green checkmark (✓) when you have entered a passphrase of sufficient length (8 or more characters). Click **OK** to compress and encrypt your file(s).

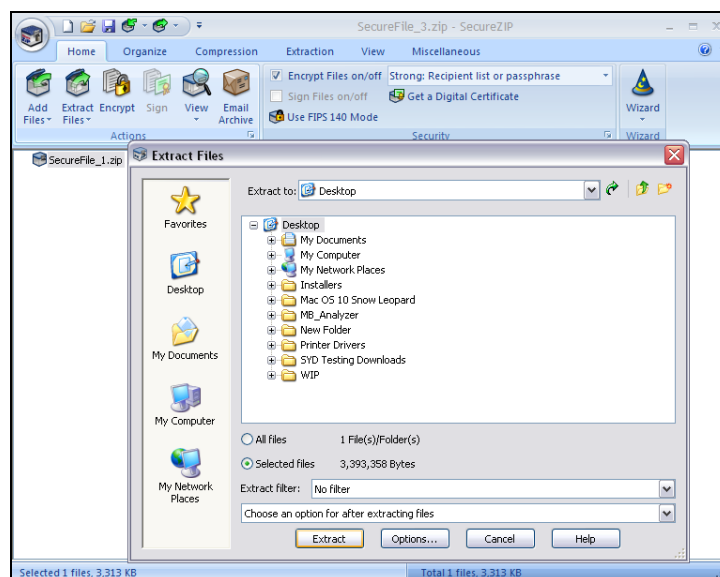
TIP: To create a compressed archive without encrypting it, leave the passphrase fields blank and click the **Skip** button.



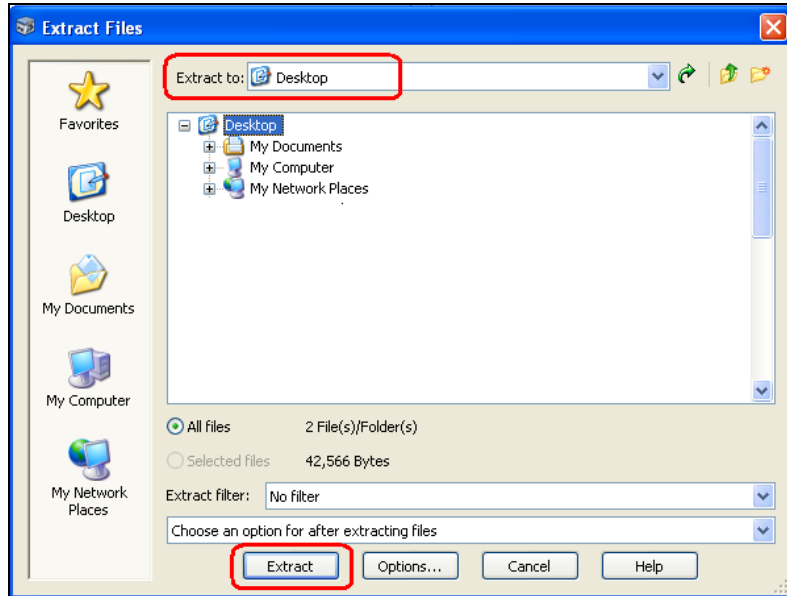
Extracting Files from an Encrypted Archive

You can open and extract (unzip) the contents of any secure zip file(archive) on your computer.

- Open the archive by double-clicking on it. Click the **Extract Files** button.



2. In the **Extract Files** window, select a destination folder and click **Extract**.



3. If the file has been encrypted, you will be prompted to enter a passphrase. Enter the passphrase and click **OK**.



4. A **Log** window will display the successful extraction. Click **Close**. To view the extracted files, go to the destination folder you selected in step 2.

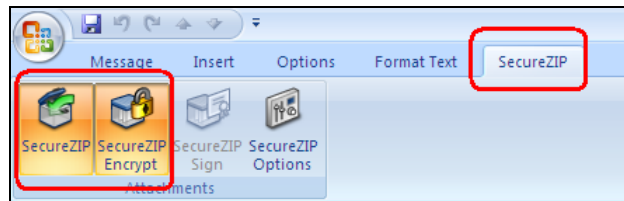
Using SecureZIP with Microsoft Outlook

SecureZIP integrates with Microsoft Outlook, allowing you to compress and encrypt email attachments as well as the body text of your email message. The following steps illustrate how to use SecureZIP with Microsoft Outlook.

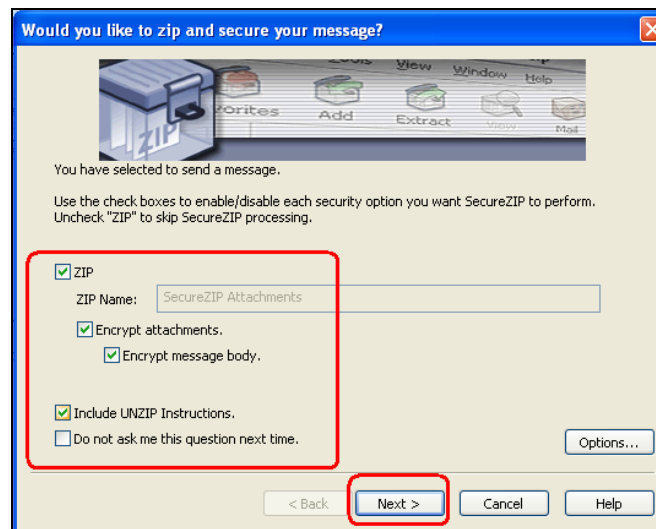
Sending an encrypted attachment, or an encrypted attachment with encrypted message body:

1. After installing SecureZIP, you **must** re-boot your computer. Once you have re-booted, launch Microsoft Outlook.
2. Create a new email message. Type your message body text, and include any attachments as you normally would in Outlook.

- Click the **SecureZIP** tab and ensure that the **SecureZIP** and the **SecureZIP Encrypt** buttons are highlighted. When these options are selected, you will automatically be prompted to encrypt your attachment before it is sent.

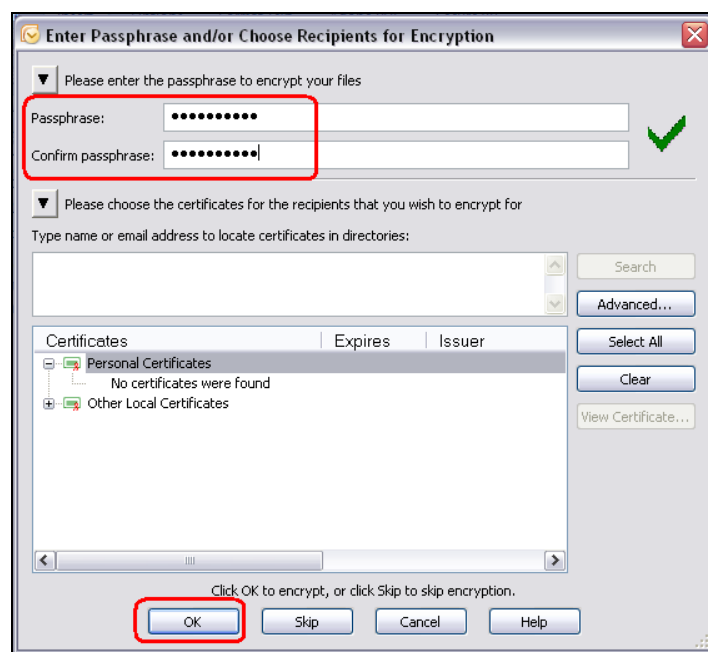


- When you are finished composing your message and have attached file(s), click **Send**.
- A window will display asking if you would like to zip and encrypt your message. You can encrypt the attachment or you can encrypt both the attachment and the body of your email message. Select the options you prefer, and then click **Next**.



Note: If a window displays indicating that SecureZIP could not locate public keys for all of the recipients, select the button next to **Encrypt with passphrase for recipients without certificates** and click **Continue**.

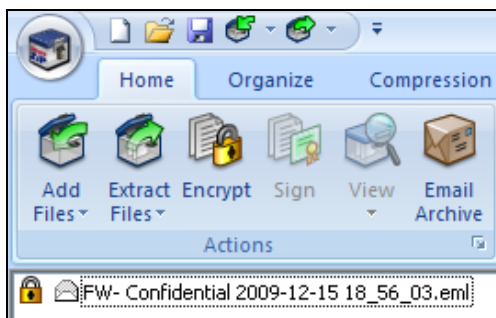
- Enter and confirm a passphrase for encryption and click **OK**.



Opening a zipped and encrypted attachment in Outlook

To open an attachment:

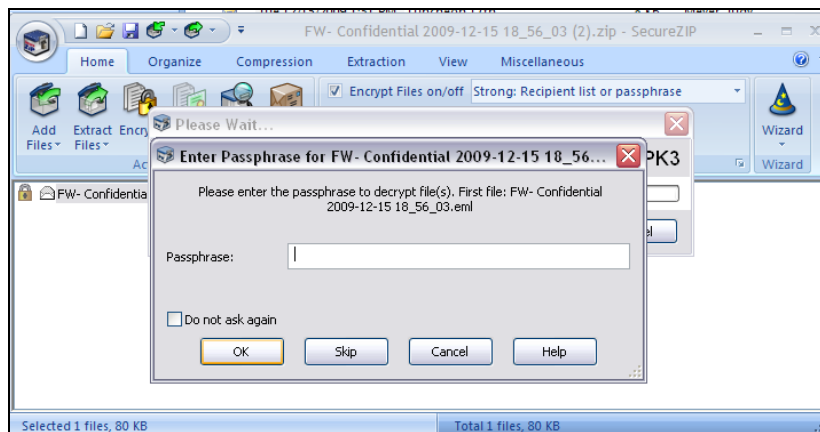
To open an attachment, double-click on the zipped attachment. SecureZIP will launch, and you will see the contents of the archive in the main SecureZIP window. A lock icon next to a filename indicates that the file has been encrypted.



There are two options for opening an encrypted attachment:

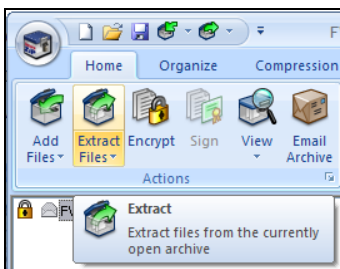
Method 1

1. Double-click a file to open it. If it has been encrypted, then you will be prompted for the passphrase (which you will need to obtain from the person who sent the message). Enter the passphrase and then click **OK**. The file will open.



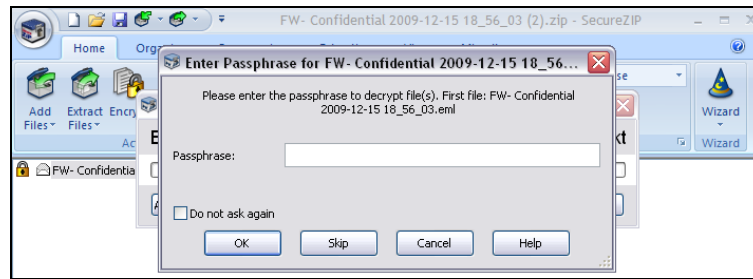
Method 2

1. Select the files you want to open within the SecureZIP window (use CTRL-click to select multiple files) and click **Extract Files**.



2. Choose a destination for your archive and then click **Extract** again.

3. Enter a passphrase and click **OK**. All the files you selected will be un-encrypted and saved at once to the destination folder you chose.



Opening an encrypted email message:

If the email message body text you receive has been encrypted, the message body will read as follows:

This message was encrypted by SecureZIP(R) by PKWARE. To view this message, open the .ZIP attachment in SecureZIP.

To view this message from the Microsoft Outlook Reading pane, double-click the message to have SecureZIP open it in a new window.

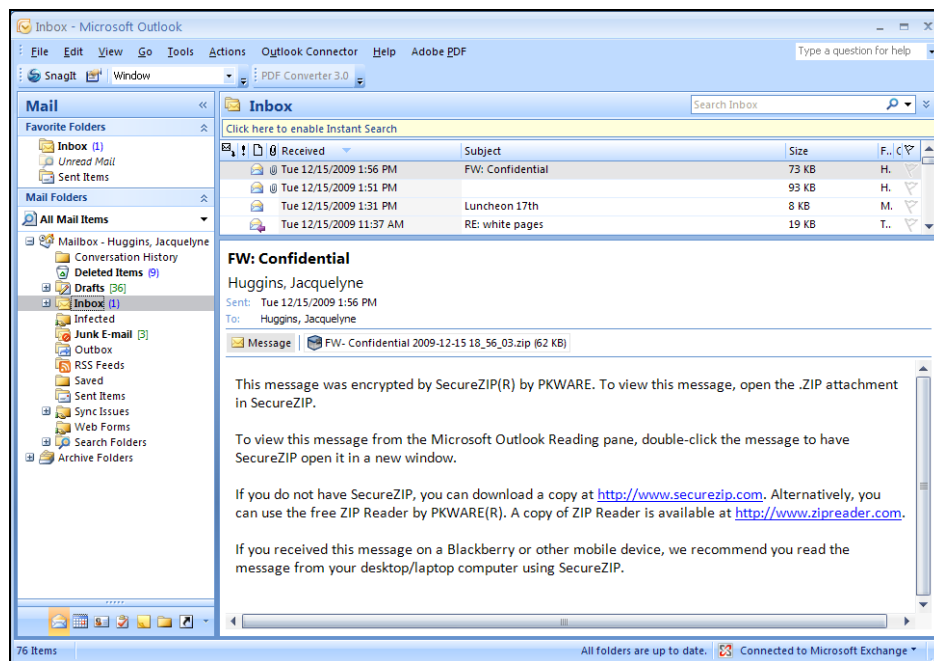
If you do not have SecureZIP, you can download a copy at <http://www.securezip.com>. Alternatively, you can use the free ZIP Reader by PKWARE(R). A copy of ZIP Reader is available at <http://www.zipreader.com>.

If you received this message on a Blackberry or other mobile device, we recommend you read the message from your desktop/laptop computer using SecureZIP.

There are two methods for opening an encrypted message from Outlook using SecureZIP.

Method 1: Opening an encrypted message from the email message list pane in Outlook

1. Double-click the message from the Outlook message list.



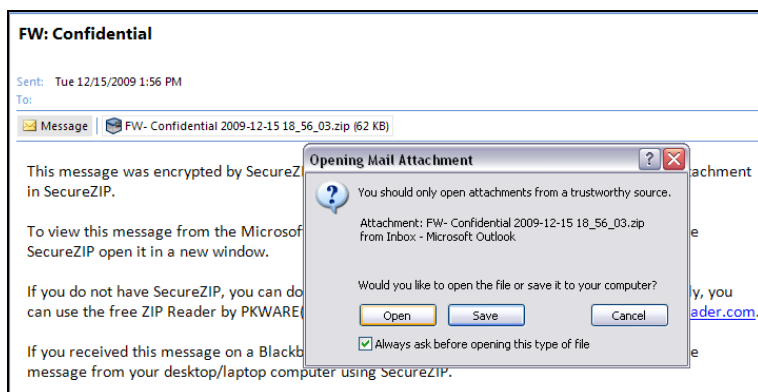
2. You will be prompted to open it. Click **Yes**.

3. Enter the passphrase and click **OK**. Your message will open in Outlook.

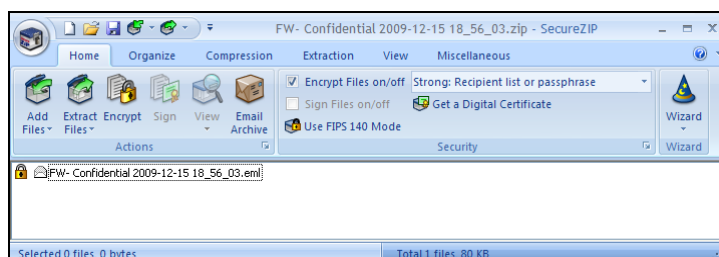


Method 2: Opening an encrypted message from the preview pane in Outlook

1. Double-click the attachment from the Outlook message preview pane, and then click **Open**.



2. SecureZIP will open with its main window displayed.



3. Double-click on the message in the main window, enter the passphrase, and the encrypted message will open.

IMPORTANT NOTE: When you open an encrypted message from the Outlook message preview pane, it will open with whatever email application (client) is associated with **.eml** files on your computer (such as Outlook Express). If you want your message to open in Outlook (as opposed to your default **.eml** email client), Method 1 is recommended.

Using SecureZIP with other email clients

1. Create an archive using SecureZIP (see **Creating an Encrypted Archive** at the beginning of this document).
2. Attach the archive you created to your email message as you normally would. You will not be prompted to encrypt the email message body text.
3. Send your message with its attachment as you normally would.

Get Help

The Technology Help Desk at 412 624-**HELP** [4357] is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at **technology.pitt.edu**.