

Email Encryption Procedures Using the WinZip Utility

1. Locate the file(s) you wish to encrypt and select the file(s) by clicking on file name. If you wish to encrypt more than one file, hold the Ctrl key while selecting each file. Each file selected will be highlighted in blue.
2. Right click on the highlighted file(s). A list of options will appear.
 - a. select the WinZip option, then
 - b. "Add to Zip file" option
3. The window for WinZip will appear. In the Options sections click "Encrypt Added Files" then click Add. A WinZip caution box may appear. Click OK
4. The "Encrypt" window will now appear. Enter password in the space provided
Note: this phrase will need to be shared with the recipient to enable the file to be opened.
5. Re-type the password for confirmation. **Note:** The "mask password" check box must be checked. Select the 256-bit AES encryption option and click OK. This will generate a WinZip file in the same directory where you originally selected the file(s) to be encrypted. Close the WinZip window.
6. Locate the WinZip document you just created (it should have the same name as the original document except ".zip" at the end).
7. Right click on it and select "rename" from the menu. Delete ".zip" at the end of the document and replace it with ".change". A warning message may appear saying "the document may become unusable, do you want to continue?" Click OK.
8. Next, right click on the file with the ".change" at the end and select "Send To" and then "Mail Recipient". An e-mail message will be generated containing the encrypted attachment. You may enter the e-mail address at this point with any associated message. **Note:** Once the recipient receives the email, they will not be able to open it in the ".change" format. They must right click on the attachment and select "save as" to save it to their machine. Next they need to locate the document and rename it back to ".zip" in order to open the document.
9. Share the pass phrase with the recipient (IRS). This may be done through a SEPARATE e-mail or via a telephone call to the IRS contact person. DO NOT provide the pass phrase in the same e-mail containing the encrypted attachment.

Note: Please remember, while the attachment is encrypted, the content of the e-mail message will not be encrypted so it is important that any sensitive information be contained in the encrypted document.