Using 7-Zip to create a zip files or folders with password

7-Zip is one of the best archive free software available for Windows. The open source software supports unpacking popular formats such as ZIP, 7Z, ISO, RAR, VDI, VHD, WIM and more.

PC users can unpack files and creating ZIP or 7Z files, the 7-Zip software can also be used to encrypt files and folders using the strong AES-256 encryption.

7-Zip supports AES-256 encryption in 7z and ZIP formats, allowing you to create password protected zip or 7z files using the AES-256 encryption method.
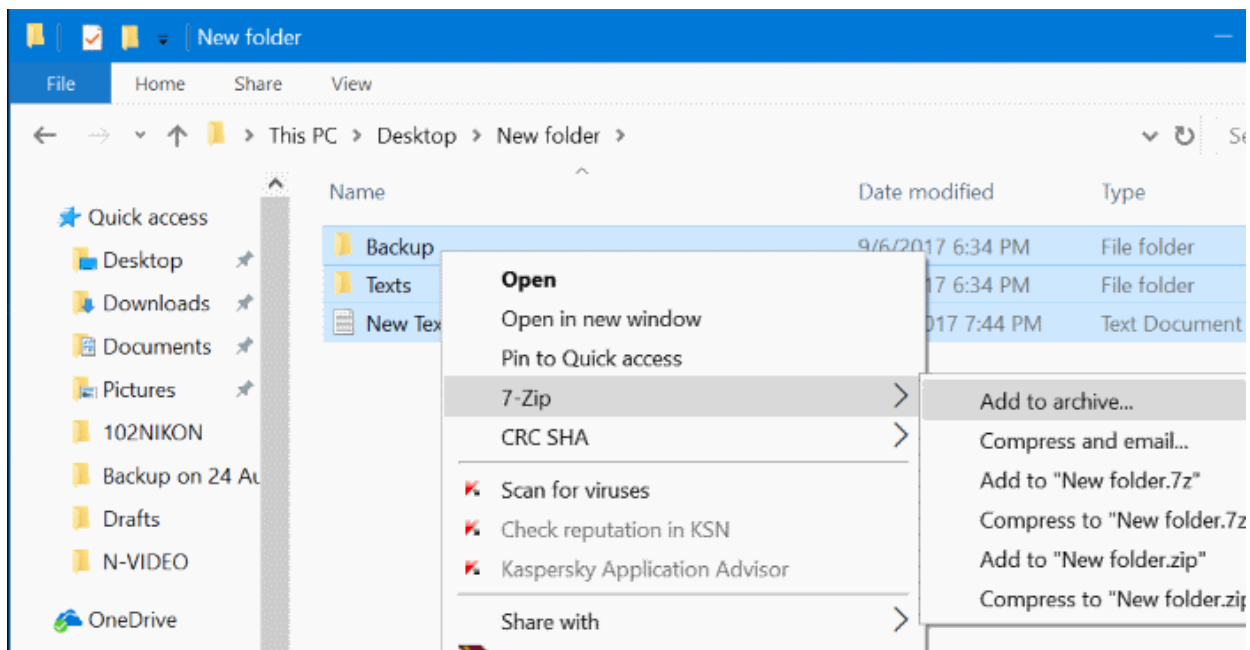
To create a zip file with a password, follow the instructions outlined below. If you need assistance, please submit an Email to the ITHelpDesk.

Use 7-Zip to encrypt files and folders in Windows

In this guide, we will show you how to use 7-Zip to encrypt files and folders in Windows 10 and earlier versions with ease.

Step 1: If 7-Zip isn't already installed, visit this page to download the same and then run the setup file to get it installed. 7-Zip is a free software and a separate setup file available for both 32-bit and 64-bit Windows at the download page. If you're not sure what to download, download the one available for 32-bit.

Step 2: Now that 7-Zip is installed, navigate to the folder containing files and folders that you want to encrypt. Select the files and folders that you want to encrypt, perform a **right-click** on them, click **7-Zip**, and then click **Add to archive** option. This will open Add to archive dialog.

Step 3: At the Add to Archive dialog, enter a name for the encrypted file, and click the browse button (three dots button) to choose a location to save the encrypted file.

Step 4: Select the **Archive Format** as **zip** or **7z**. In the Encryption section, select **Encryption method** as **AES-256** instead of the default ZipCrypto.

Step 5: Finally, in the **Enter password** field, type your password that you want to use to encrypt your data. Reenter the password to confirm the password. We suggest you use a password with at least one number, at least one upper case letter, one lower case letter, and special characters to make the password strong.

Click **OK** button to create your encrypted ZIP or 7z file. Depending on the number of files, folders, data size, and your PC's configuration, 7-Zip might take minutes to hours to complete the job.

You may delete files and folders that you have packed into an encrypted ZIP or 7z file if you wish to do so.

Note that 7-Zip uses ZipCrypto as the default encryption method, but you can choose AES-256 by expanding the drop-down menu next to Encryption method under Encryption section. Also note that 7-Zip doesn't automatically delete the original after creating an archive out of it. So, if the file is very confidential, you better delete it after creating a password protected archive out of it.

Download 7-Zip 16.04 (2016-10-04) for Windows: http://www.7-zip.org/

Link	Type	Windows	Size
Download	.exe	32-bit x86	1 MB
Download	.exe	64-bit x64	1 MB

You can use 7-Zip on any computer, including a computer in a commercial organization. You don't need to register or pay for 7-Zip.