

# ENCRYPTING PERSONAL INFORMATION IN EMAILS

## Contents

ENCRYPTION USING MICROSOFT WORD	. 2
ENCRYPTION USING ADOBE	. 4
7-Zip ENCRYPTION	. 6

### Instructions to Encrypt Information for Secure Delivery by Email

To maintain the security of your personal information, we strongly recommend that you encrypt all personal information in a file before sending it to CCWIPP by email at **ccwipp@pbas.ca**. Personal information should not be contained in the body of the email. Please ensure the encrypted document you are sending contains your first name, last name, member identification number, date of birth, and your address so we can match the request to your file.

Below you will find instructions for 3 different tools for encrypting a document:

- 1) Microsoft Word
- 2) Adobe only the subscription level contains encryption tools.
- 3) 7-Zip

Microsoft Word can be used to encrypt multiple document types (for example birth certificate, marriage certificate, driver's licence, or other documents) by taking a photo, screenshot, or scanning the document and then inserting it into a Word document for encryption.

Whichever method you choose, please send the document password in a <u>separate</u> email immediately after you send the document.

## ENCRYPTION USING MICROSOFT WORD

- 1. Open a Word document.
- 2. Click on 'Insert' on the top menu bar.

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File	Home	Insert	Draw Design	Layout References	Mailings Revie	w View Help Acrobat	Shape Format				
<b>୨</b> ଅ	Paste	X	Chlibri (Body) B 2 U -	• 11 • A <sup>*</sup> ⇔ x₂ x² A	A' Aa <b>A</b> o		≣ ूे↓ ¶ ⊈ ्⊞ ्	Normal	No Spacing	Heading 1	Heading 2
Undo	Clipboard	ې م		Font	5	Paragraph	5			Styles	

#### 3. Select 'Pictures' and select 'This Device'.



4. Select the picture of the completed form, then click 'Insert'.

New folder		□ -		?
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:op ments	·@			
loads	Email deisgn template			
:				
res				
IS				
Disk (C:)				
rk				
File name:	Email deisgn template  V All Pictures			~
	Tools 👻 Insert	•	Cancel	

5. To encrypt the document, select 'File' on the top menu bar.



6. Select 'Info' on the left sidebar menu, then select the "Protect Document" icon that appears just to the right of 'info'.



7. Click on 'Encrypt with Password' and assign a password.



8. Email the document to CCWIPP at ccwipp@pbas.ca. Follow up with a <u>separate</u>email to CCWIPP that contains the password.

## ENCRYPTION USING ADOBE

\*Note that you require a paid version of Adobe to use this feature.

1. Open Adobe and select 'Tools' at the top of the page.

🟃 Adobe Acrobat Pro (32-bit)			
File Edit View E-Sign Window	Help		
Home Tools			Q
Recent	Adaba david dava a		
Starred NEW	Adobe cloud storage		
Starred NEW		SHARING	MODIFIED

2. Click 'Protect' and select the document you need to encrypt.

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Home	Tools						VG 🛈 🔺 🎬 💽
Q, See	Create & Edit	Combine Files Open +	Organize Pages Organ •	Edit PDF Open *	Export PDF Open *	Scan & OCR Open •	Create PDF Combine Files Edit PDF Combine Files Edit PDF Combine Files Fill & Sign Companize Pages Comment Comment Scan & OCR
	20	a		D'a	(4)		
	Request E-signatures	Fill & Sign	Prepare Form	Certificates Add +	Create a Web Form	Send in Bulk	

3. Click on 'Select a File' and select the document you'd like to encrypt.

_	
😕 Adobe Acrobat Standard (64-bit)	
File Edit View E-Sign Window Help	
Home Tools	
Protect	Protect Using Password D Remove Hidden Information
	Open a file to enable more tools
	Select a File
	Help

4. Once the document opens, click on 'Protect Using Password' at the top of the document page.



5. A popup box will appear entitled, "Protect Using Password". Note that the header text maybe different depending on the Adobe Version you have. Ensure that 'Viewing' is clicked so that no one else can edit the file.

Viewing  C Editing  Type Password  Re-type Password	Requires user to enter a passv	vord for:
O Editing Type Password Re-type Password	• Viewing	
Type Password Re-type Password	O Editing	
Re-type Password	Type Password	
	Re-type Password	

- 6. Enter the password in the 'Type Password' field and enter again in the 'Re-type Password' field space just below that message. Click 'Apply' or 'Okay' depending on the version of Adobe you have.
- 7. Email the document to CWIPP at **ccwipp@pbas.ca**. Follow up with a separate email to CCWIPP that contains the password.

## 7-Zip ENCRYPTION

1. From your file directory, locate the file you want to encrypt. The file must be closed while running this process.

e.g. F:\usr\crb\documents\Example.docx.

2. Right-click the file and select 7-Zip and then 'Add to archive...'

lame		Date mod	lified	Туре	Size		
Example de	nex.	9/26/2018	2:33 PM	Microsoft Wor	d D	0 KB	
	<b>Open</b> Edit New Print						
	7-Zip	>	Open a	rchive			
	CRC SHA	>	Open a	rchive		>	
:	<ul> <li>Scan for viruses</li> <li>Move to Quarantine</li> </ul>	ses Extract files arantine Extract Here					
E	C Share	>	Extract to "Example\" Test archive				
	Restore previous versions		Add to archive				
_	Send to	>	Add to "Example.7z"				
	Cut Copy		Compress to "Example.7z" and email Add to "Example.zip"				
	Create shortcut Delete Rename		Compr	ess to "Example.z	tip" and emai	1	
	Properties						

3. In the 'Add to Archive' panel select 'zip' in the 'Archive' format' field.

Add to Arc	hive					×
Archive:	D:\usr\crb\Do Example.zip	cuments\			~	
Archive fo	mat:	zip	~	Update mode:	Add and replace files	~
Compressi	ion level:	Normal	~	Path mode:	Relative pathnames	~
Compressi	ion method:	Deflate	~	Options		

4. Enter a secure password in 'Encryption' box in the 'Add to Archive' panel.

Solid Block size:		Encryption	
Number of CPU threads: 4	~ /4	Enter password:	
Memory usage for Compressing:	131 MB	Reenter password	
Memory usage for Decompressing:	2 MB		
Split to volumes, bytes:		Show Password	
	*	Encryption method:	ZipCrypto 🗸 🗸

Passwords should be a minimum length of 10 characters while including an upper case, lower case, number, and special character.

#### 5. Click 'OK' to save.

Add to Archive					×	
Archive: D:\usr\crb\Doc Example.zip	uments\			~	Figur	e 1
Archive format:	zip	~	Update mode:	Add and replace files	~	
Compression level:	Normal	~	Path mode:	Relative pathnames	~	
Compression method:	Deflate	~	Options			
Dictionary size:	32 KB	~	Create SFX are	chive ed files		
Word size:	32	~	Delete files after	er compression		
Solid Block size:		~	Encryption			
Number of CPU threads:	4 ~	/4	Enter password:			
Memory usage for Compressi Memory usage for Decompre	ing: :ssing:	131 MB 2 MB	Reenter password	k-		
Split to volumes, bytes:			Show Passwor	d		
Parameters:			Encryption method	d: ZipCrypto	~	
			/			
			ок	Cancel Help		

The encrypted ZIP file will be in the same directory as the original file with the same name but with a .ZIP extension.

Name	~	Date modified	Туре
Example.docx		9/26/2018 2:33 PM	Microsoft Word Document
Example.zip		9/26/2018 3:53 PM	Compressed (zipped) Folder

6. Email the document to CCWIPP at **ccwipp@pbas.ca**. Follow up with a <u>separate</u> email to CCWIPP that contains the password.