

ENCRYPTING PERSONAL INFORMATION IN EMAILS

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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:

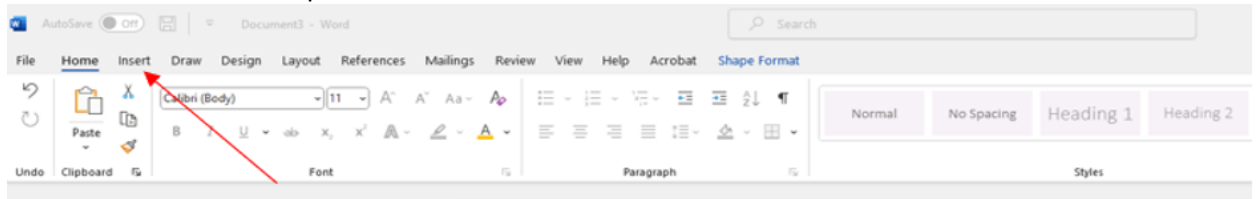
- 1) Microsoft Word
- 2) Adobe – only the subscription level contains encryption tools.
- 3) 7-Zip

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.

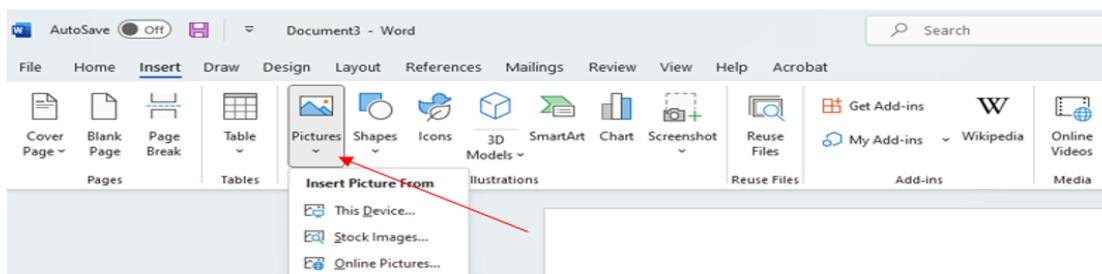
Whichever method you choose, please send the document password in a separate email immediately after you send the document.

ENCRYPTION USING MICROSOFT WORD

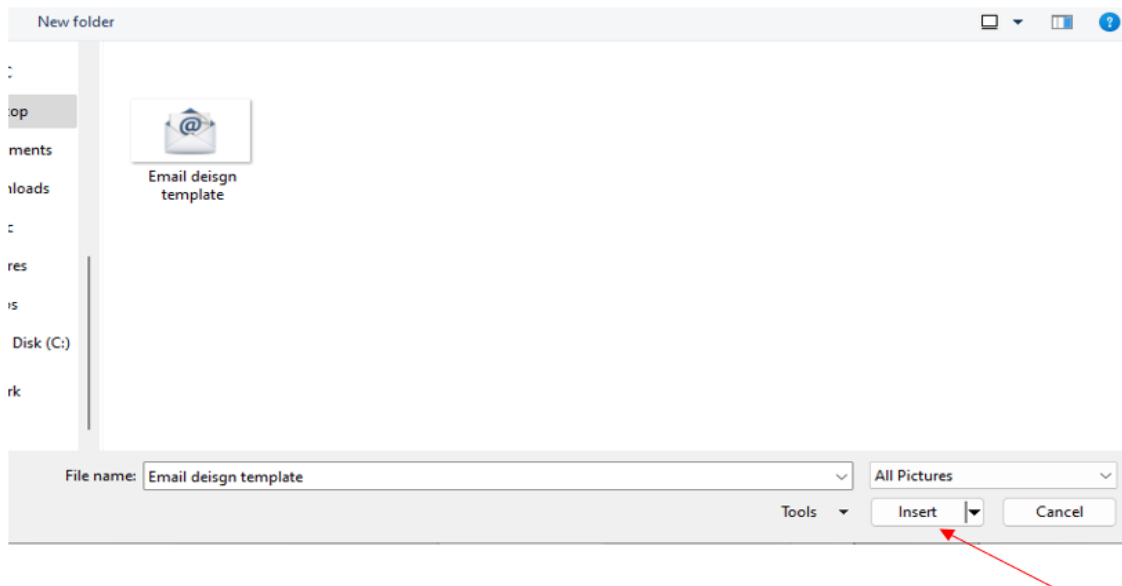
1. Open a Word document.
2. Click on 'Insert' on the top menu bar.



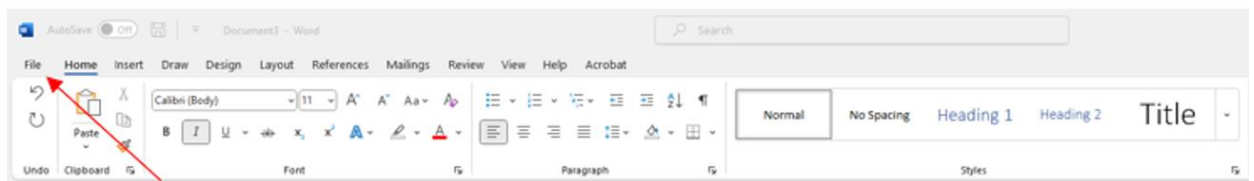
3. Select 'Pictures' and select 'This Device'.



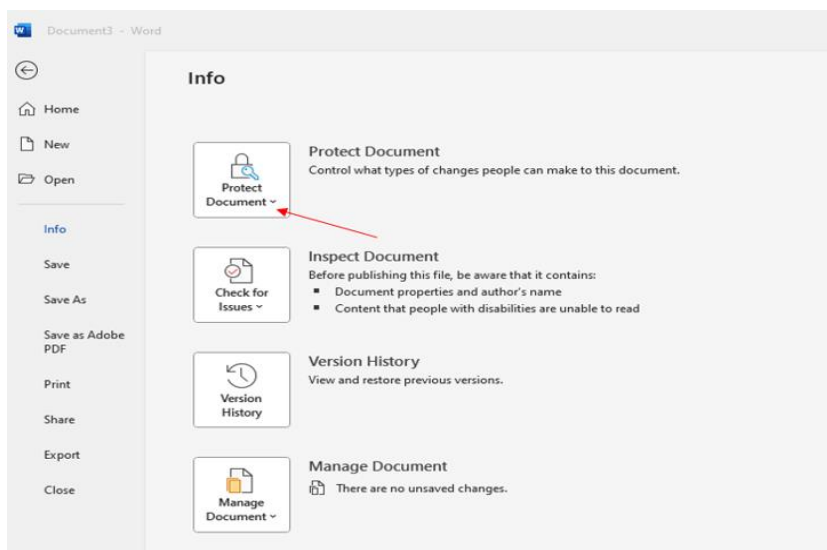
4. Select the picture of the completed form, then click 'Insert'.



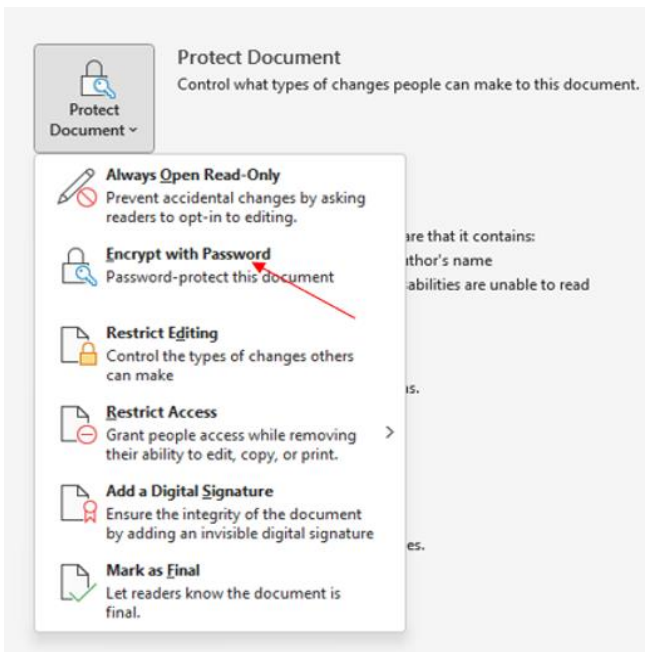
5. To encrypt the document, select 'File' on the top menu bar.



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.

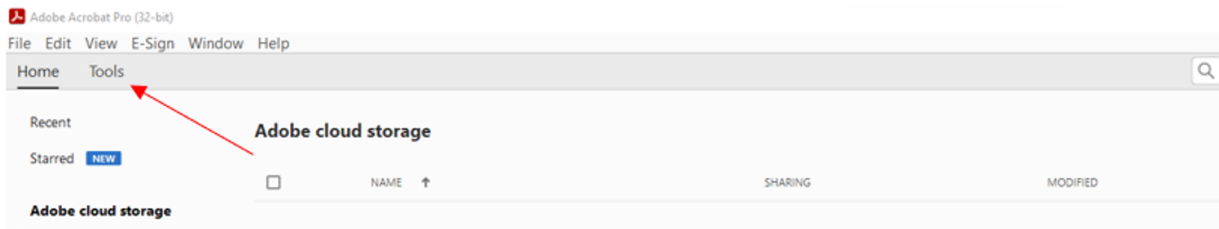


8. Email the document to CCWIPP at ccwipp@pbas.ca. Follow up with a separate email to CCWIPP that contains the password.

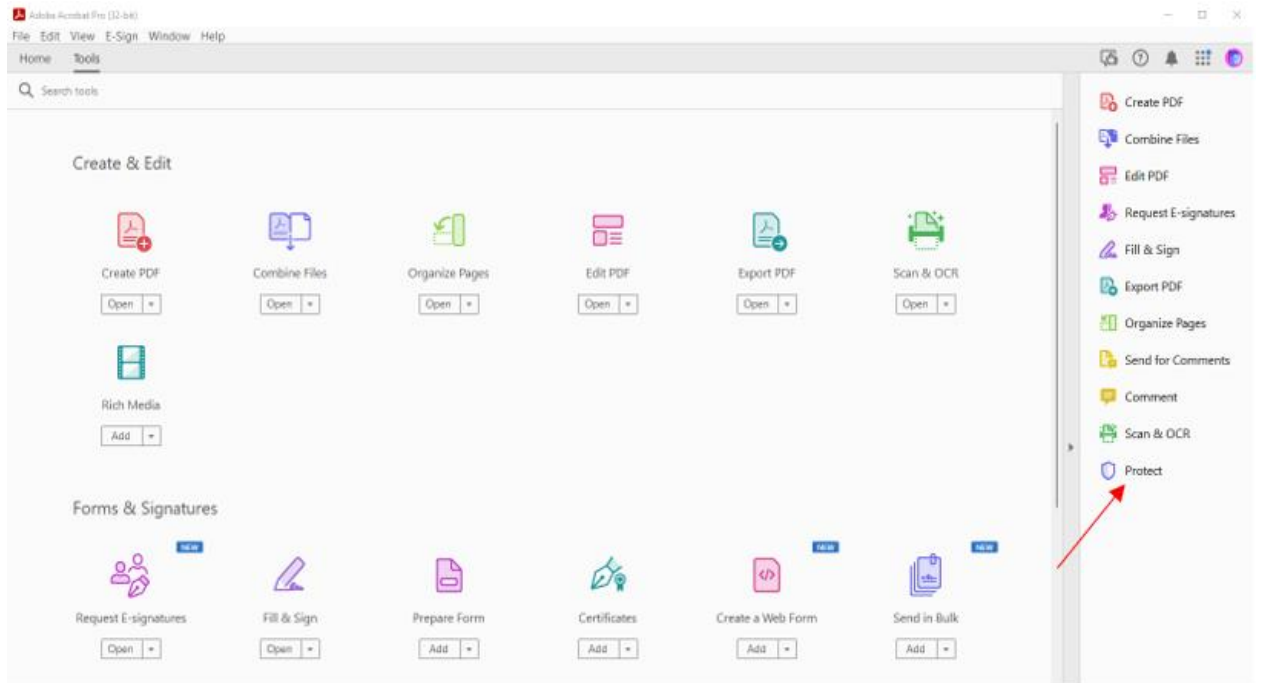
ENCRYPTION USING ADOBE

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

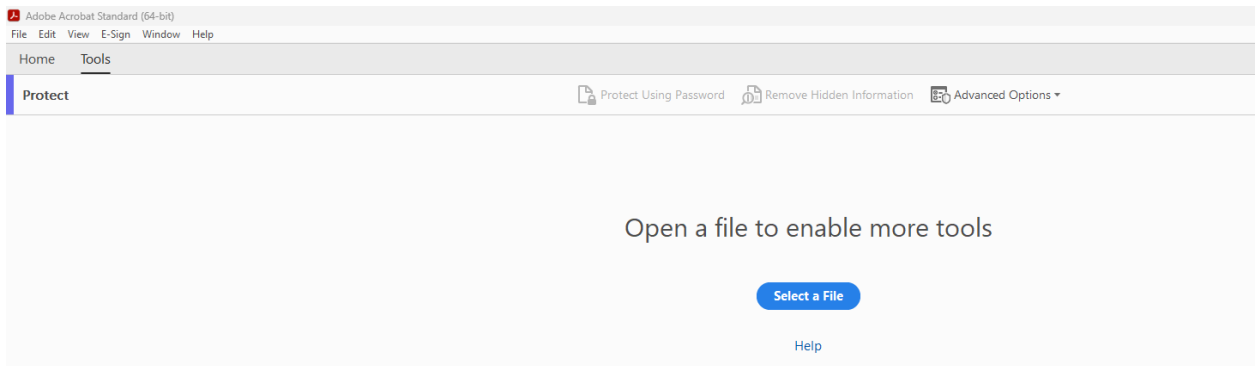
1. Open Adobe and select 'Tools' at the top of the page.



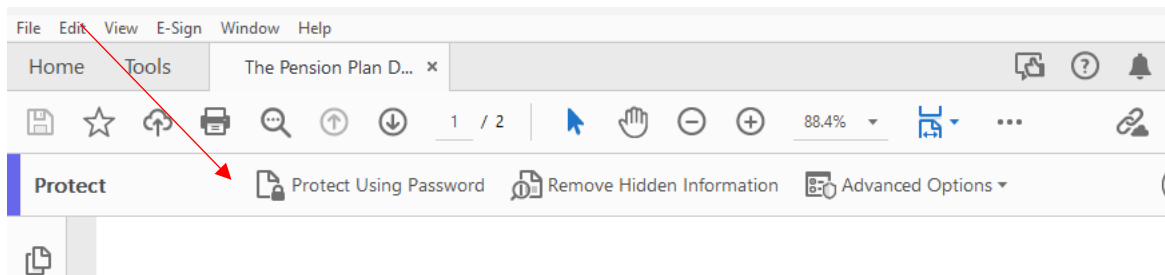
2. Click 'Protect' and select the document you need to encrypt.



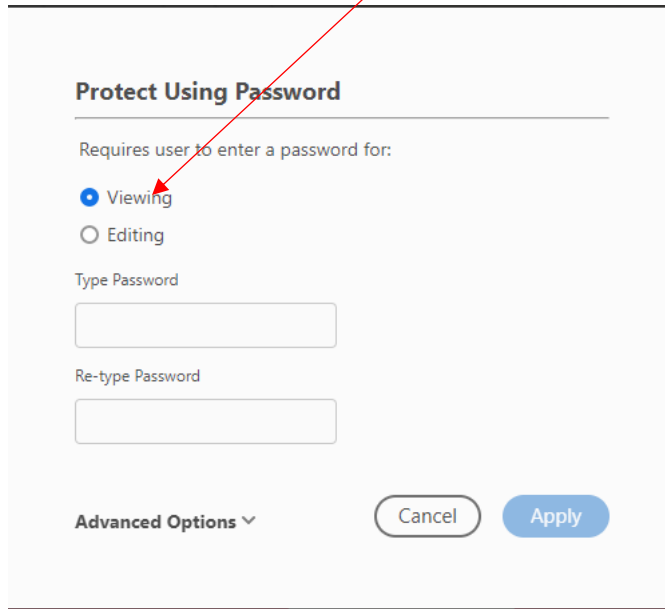
3. Click on 'Select a File' and select the document you'd like to encrypt.



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.



Protect Using Password

Requires user to enter a password for:

Viewing

Editing

Type Password

Re-type Password

Advanced Options ▾

Cancel Apply

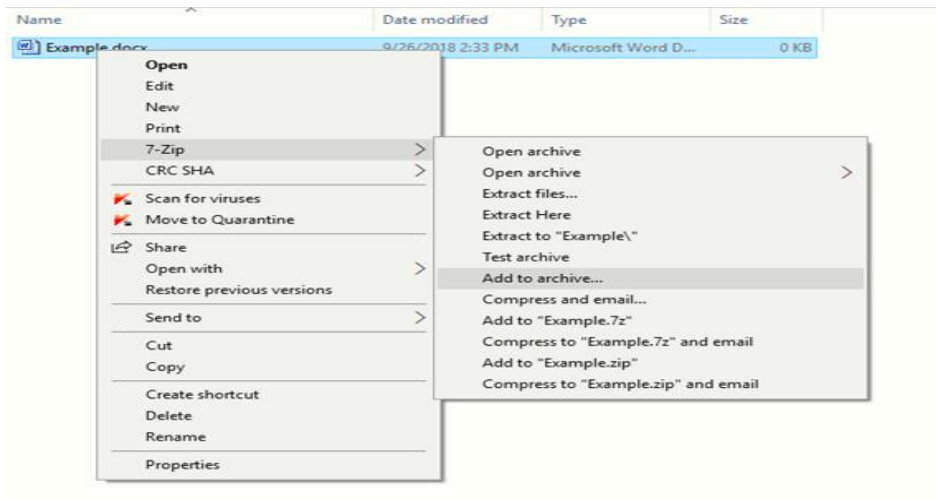
6. Enter the password in the 'Type Password' field and enter again in the 'Re-type Password' field space just below that message. Click 'Apply' or 'Okay' depending on the version of Adobe you have.
7. Email the document to CWIPP at ccwipp@pbas.ca. Follow up with a separate email to CCWIPP that contains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

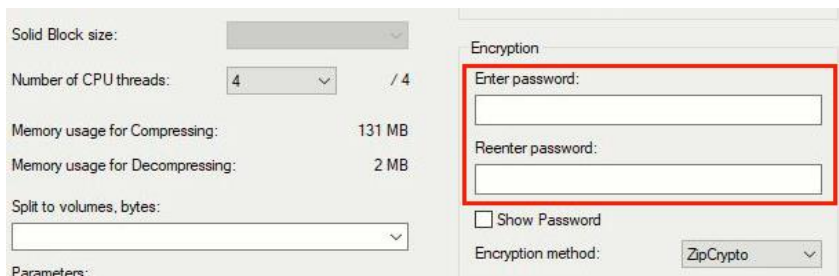
2. Right-click the file and select 7-Zip and then 'Add to archive...'



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



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



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.

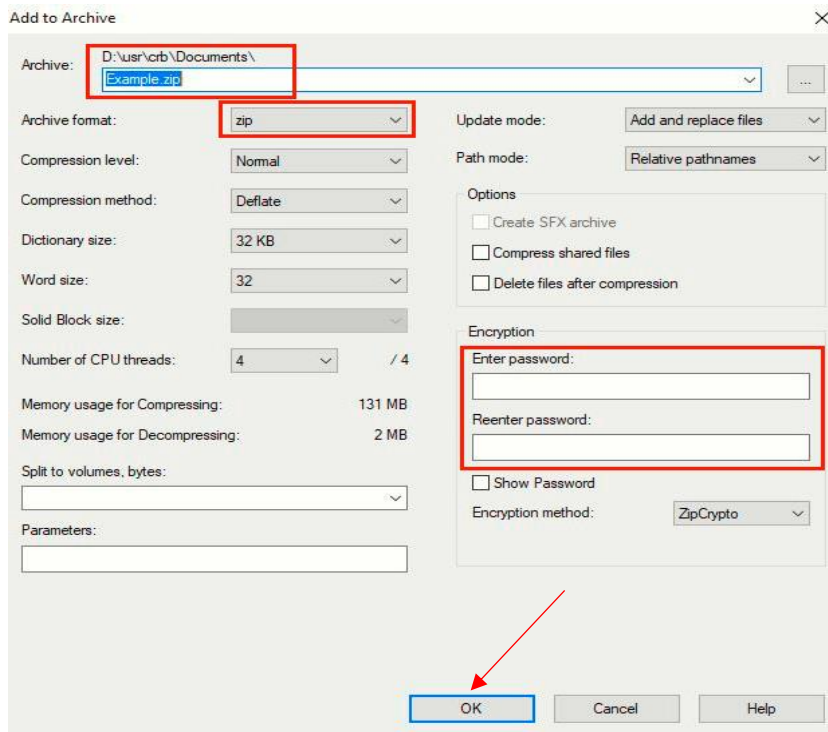


Figure 1

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	Type
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@pbs.ca. Follow up with a separate email to CCWIPP that contains the password.