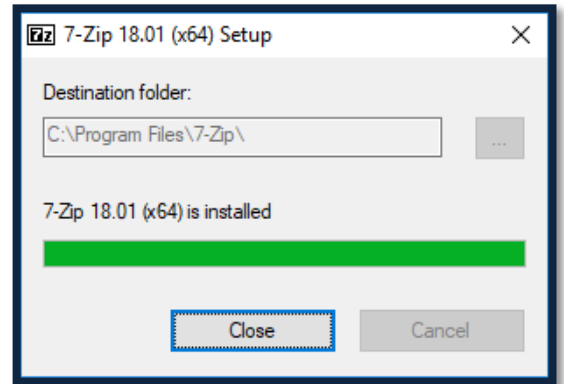
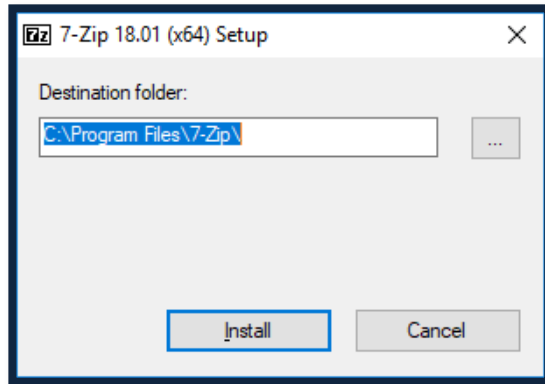


Wingate University Email Encryption Instructions

Step 1

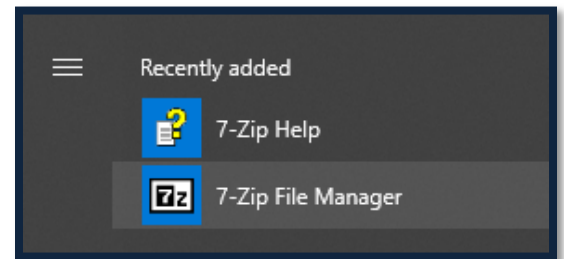
Download and install 7-zip from here: 7-zip.org.

7-Zip works in Windows 10 / 8 / 7 / Vista / XP / 2016 / 2012 / 2008 / 2003 / 2000 / NT.



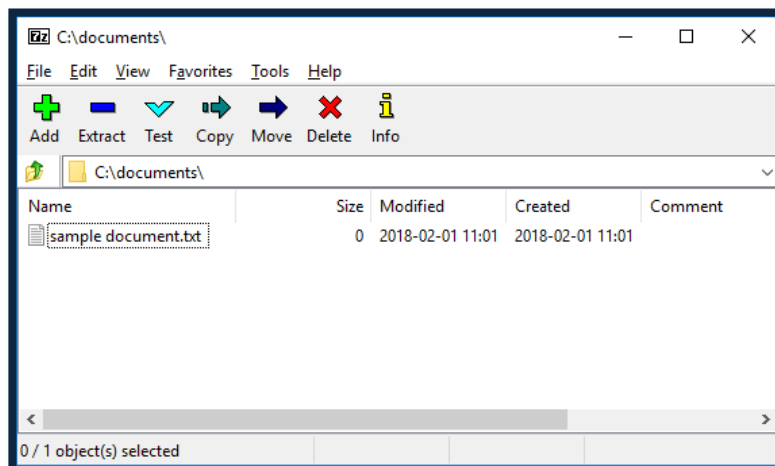
Step 2

Open 7-Zip from the program menu.



Step 3

Add the file to be zipped and emailed to the Financial Planning Office.



Step 4

Note the Archive location. Enter the password and be sure AES-256 is selected as the encryption method. Click OK.

Your Password **must** be in the following (**case-sensitive**) format:

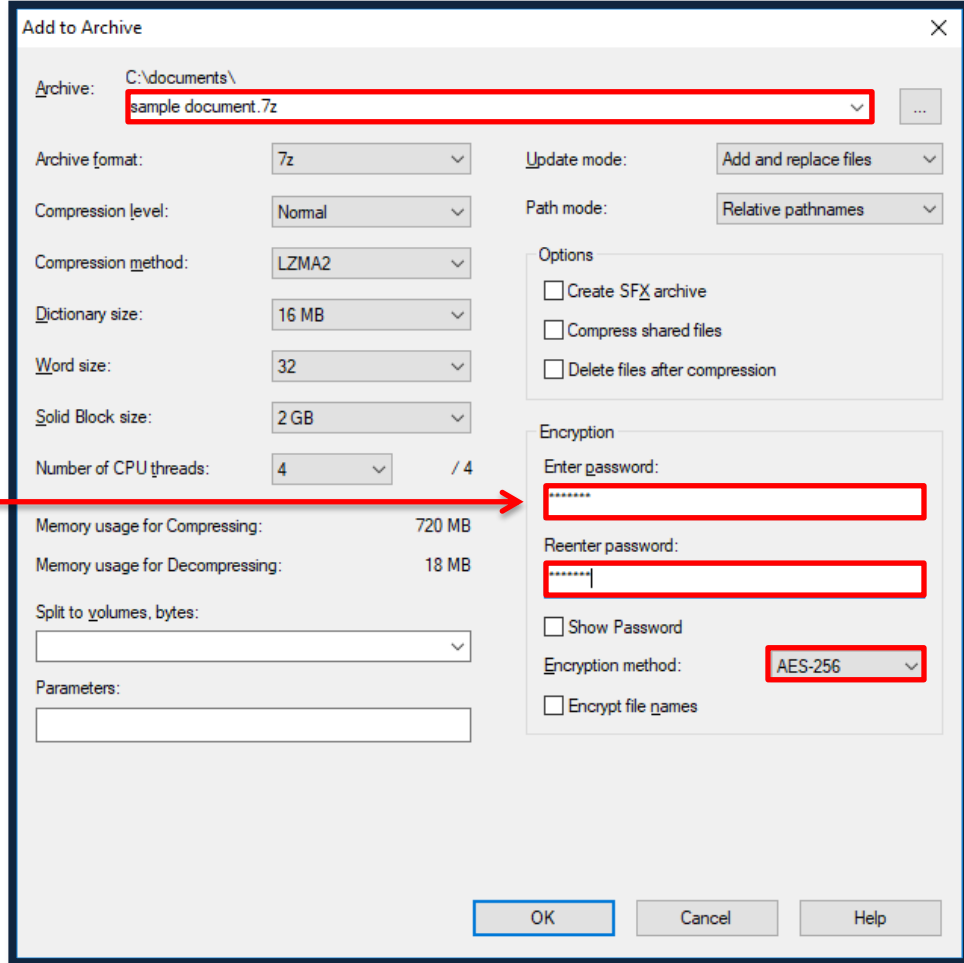
Examples: victor bulldog, DOB 1/1/1896;

Password to Enter: vb1896

george washington, DOB 2/22/1732

Password to Enter: gw1732

Remember to use your student's first name, last name, and birth year to create the encryption password!



Step 5

The archived document will be in the Archive location listed above and will have the .7z extension at the end. Attach this file to your email to the Student Financial Planning office. Emails should be sent to finaiddocs@wingate.edu.

