The **co-operative** bank for intermediaries

How to open a 7-Zip – Encrypted and Password Protected File

You will need 7-Zip software (free to download) installed on your machine.

7-Zip files must be saved to a local drive before you can open them.

If received by email, save the 7-Zip email attachment to a folder drive location on your machine.

- Right click the 7-Zip File
- Hover the mouse pointer over 7-Zip Select 'Extract Here'.

Name	^		Date modified	Туре	Size	
123456789 ESIS Illustration and Cover Letter.77			20/12/2020 13:04	7Z File	26 KB	
	Open with Share with Skype Move to OneDrive					
	7-Zip CRC SHA CRC sha CRC sha CRC share	>	Open archive Open archive Extract files Extract Here			>
	Give access to Restore previous versions	>	Extract to "123456789 ESIS Illustration and Cover Letter\" Test archive			
	Send to Cut	>	Compress and email Add to "123456789 ESIS Illustration a	and Cover Letter 2.7z"		
	Сору		Compress to "123456789 ESIS Illustr	ation and Cover Letter_	,2.7z" and email	
	Create shortcut Delete Rename	ľ	Add to "123456789 ESIS Illustration a Compress to "123456789 ESIS Illustra	and Cover Letter_2.zip" ation and Cover Letter_	2.zip" and email	
	Properties					

A 7-Zip extracting dialogue box will open:

ame			Date modified	type	Size
123456789 ESIS Illustration and Cover Letter.7z			20/12/2020 13:04	72 File	
	102 0% Extracting CAU	sers\Paul Butl nd Cover Let	ter.7z	- 0	×
	Elapsed time: Remaining time: Files.	00:00:25	Total size: Speed: Processed:	2611	26112 0
	Compression ratio:	Enter password X Enter password:			
		Show password			Ĩ
		OK	Cancel		
		Background	Pause	Cance	4

- Enter the password
- Click OK
- The secured file(s) will be extracted into a new folder.