

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.

A 🔊	utoSave 🌘	011		nent3 - Word				,P Searc				
File	Home	Insert	Draw Design	Layout Reference:	Mailings Revie	ew View Help	Acrobat	Shape Format				
9 U	Paste	<u>х</u> Съ	Chibri (Body) B <u>U</u> ~	$ \begin{array}{c} $	A' Aa~ Ao - <u>L</u> - <u>A</u> -			≖ ≵↓ ¶ ≰ ∘ ⊞ •	Normal	No Spacing	Heading 1	Heading 2
	Clipboard			Font	rs.		aragraph	6			Styles	

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

🚾 Auto	oSave 🦲) fto	-	Documen	it3 - Wor	rd						۶ م	earch	
File	Home	Insert	Draw De	esign La	ayout	Referen	ces N	lailings	Review	View H	lelp Acro	bat		
						B	\bigcirc			(C) +	Q	🕂 Get Add-ins	W	L.
Cover Page ~	Blank Page	Page Break	Table	Pictures	Shapes	lcons	3D Models		Chart	Screenshot ~	Reuse Files	🔗 My Add-ins	 Wikipedia 	Online Videos
	Pages		Tables	Insert	Picture	From	Ilustrati	ons			Reuse Files	Add-i	ns	Media
				E⊒ Th	nis <u>D</u> evice									
				<u> 2</u>	ock Imag	es		-						
				E 0	nline Pict	ures								

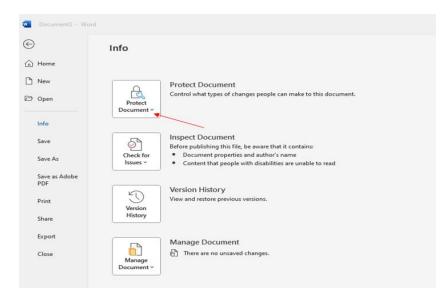
4. Select the picture of the completed form, then click 'Insert'.

New folder	□ - □ 3
: op ments iloads template t	
res is Disk (C:)	
rk File name: Email deisgn template	→ All Pictures → Tools ▼ Insert ▼ Cancel

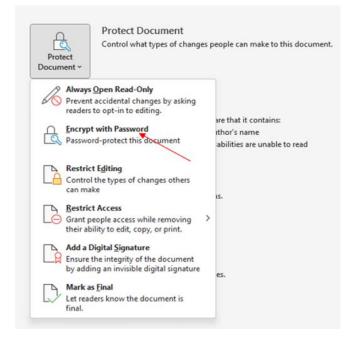
5. To encrypt the document, select 'File' on the top menu bar.



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 Starred NEW	Adobe cloud storage		
	NAME T	SHARING	MODIFIED
Adobe cloud storage			

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

Tools						G 🛈 🗍 🗄
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 File & Sign Companize Pager Comment Scan & OCR
200 E	a	8	10 g			1
Request E-signatures	Fill & Sign	Prepare Form	Certificates	Create a Web Form	Send in Bulk	

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

Actobe Acrobat Standard (64-bit) File Edit View E-Sign Window Help	
Home Tools	
Protect	Protect Using Password DRemove Hidden Information 💽 Advanced Options -
	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.

File Edit View E-Sign Wi	ndow Help			
Home Tools	The Pension Plan D ×	ĻΔ	?	۱.
🖹 🕁 🕫 🖶	① ③ ③ ③ ③ ① ① ① ③ ⑤ ⑥ ⑧ □ ⑧ □ □ □ □ □ □			0
Protect	Protect Using Password D Remove Hidden Information E Advanced Options	s 🔻		(
۲.				

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.

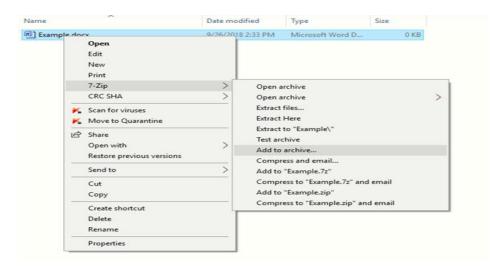
Protect Using Passwo	ora
Requires user to enter a pass	word for:
 Viewing 	
O Editing	
Type Password	
Re-type Password	
Advanced Options $^{\checkmark}$	Cancel Apply

- 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.

Add to Archive				×
Archive: D:\usr\cr Example	o\Documents\ zip			· · · · ·
Archive format:	zip	~	Update mode:	Add and replace files \sim
Compression level:	Normal	~	Path mode:	Relative pathnames \sim
Compression method:	Deflate	~	Options	

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

Solid Block size:	1	Encryption	
Number of CPU threads: 4	~ /4	Enter password:	
Memory usage for Compressing:	131 MB	Desites and the	
Memory usage for Decompressing:	2 MB	Reenter password:	
Split to volumes, bytes:		Show Password	
Parametere ·	~	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.

Archive: D:\usr\crb\Doc Example.zip	:uments\				-	Figu
Archive format:	zip	~	Update mode:	Add and replace fil	es 🗸	
Compression level:	Normal	~	Path mode:	Relative pathname	s v	
compression method:	Deflate	~	Options			
Dictionary size:	32 KB	~	Create SFX arc			
Word size:	32	~	Delete files after			
Solid Block size:		~	Encryption			
Number of CPU threads:	4 ~	/4	Enter password:			
Memory usage for Compressi Memory usage for Decompre	1	131 MB 2 MB	Reenter password			
Split to volumes, bytes:			Show Passwor	ł		
Parameters:		~	Encryption method	ZipCrypto	~	

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.