

## How to Use 7-Zip

Please remember that for information security all documents and applications sent to SIT should be in a 7-Zip password protected folder.

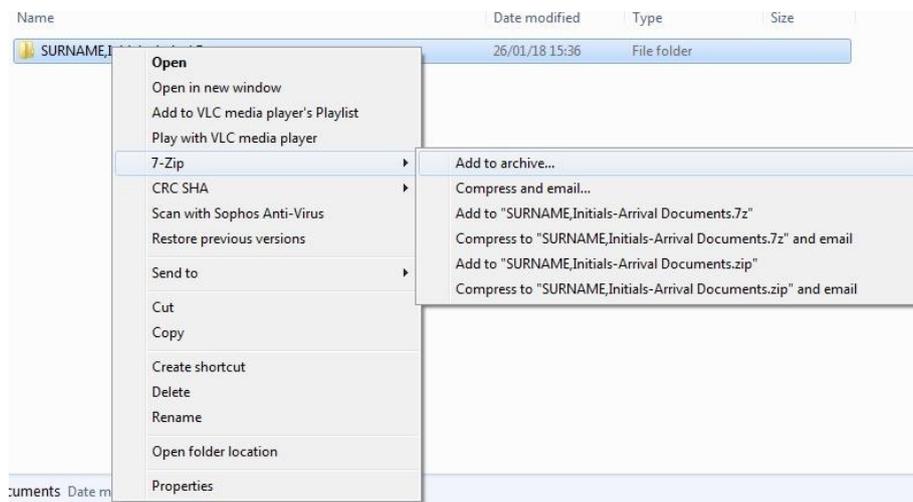
### Step 1

Create a folder with the files you want to send



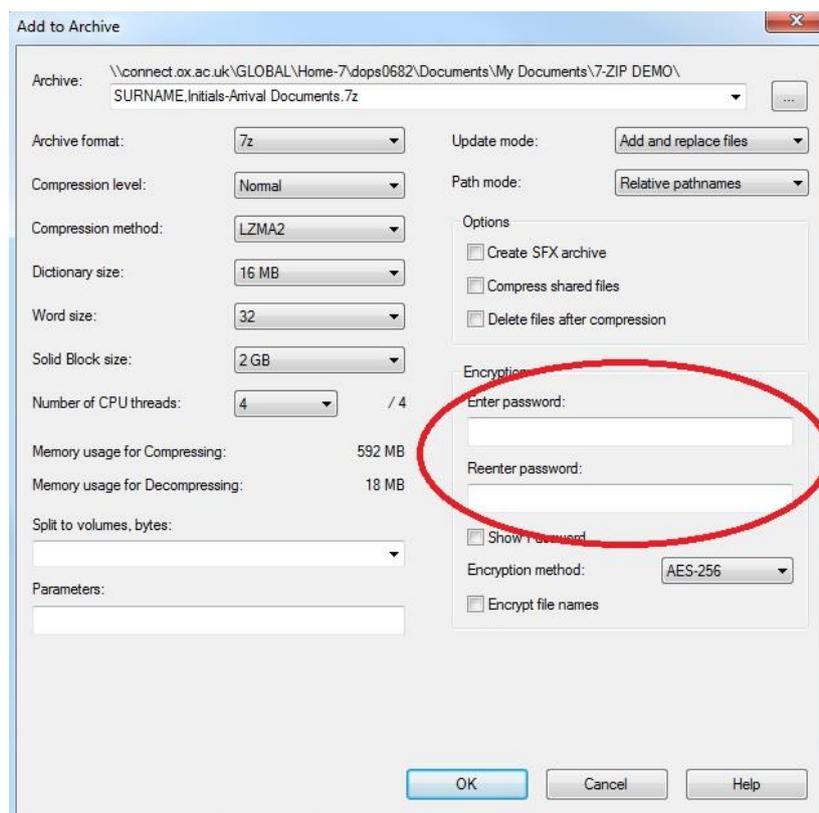
### Step 2

Right click on folder and select "7-Zip – Add to archive..."



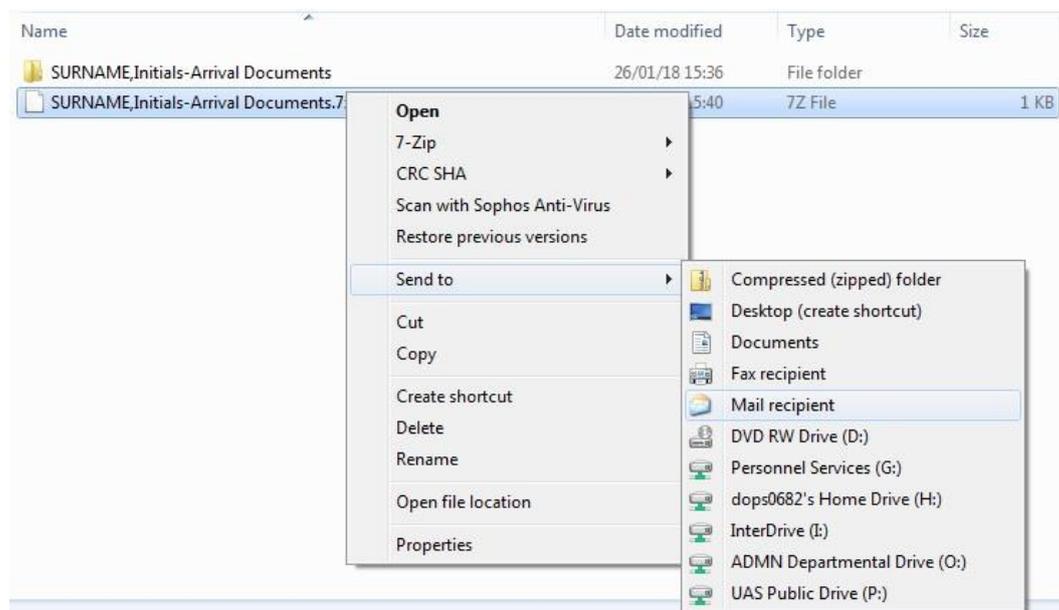
### Step 3

Enter the password provided to you by SIT (case sensitive) where prompted and click ok



## Step 4

There will now be a new folder next to the first with a “.7z” at the end of the name. You can email this password protected file by right-clicking and selecting “Send to – Mail recipient” or by attaching the folder to an existing email



If you have any queries on the use of 7-Zip or do not know your password contact SIT. If you have technical queries you should contact your local IT support.

7-Zip can be downloaded here: <http://7-zip.org/>

**Staff Immigration Team**

University of Oxford

<https://staffimmigration.admin.ox.ac.uk>