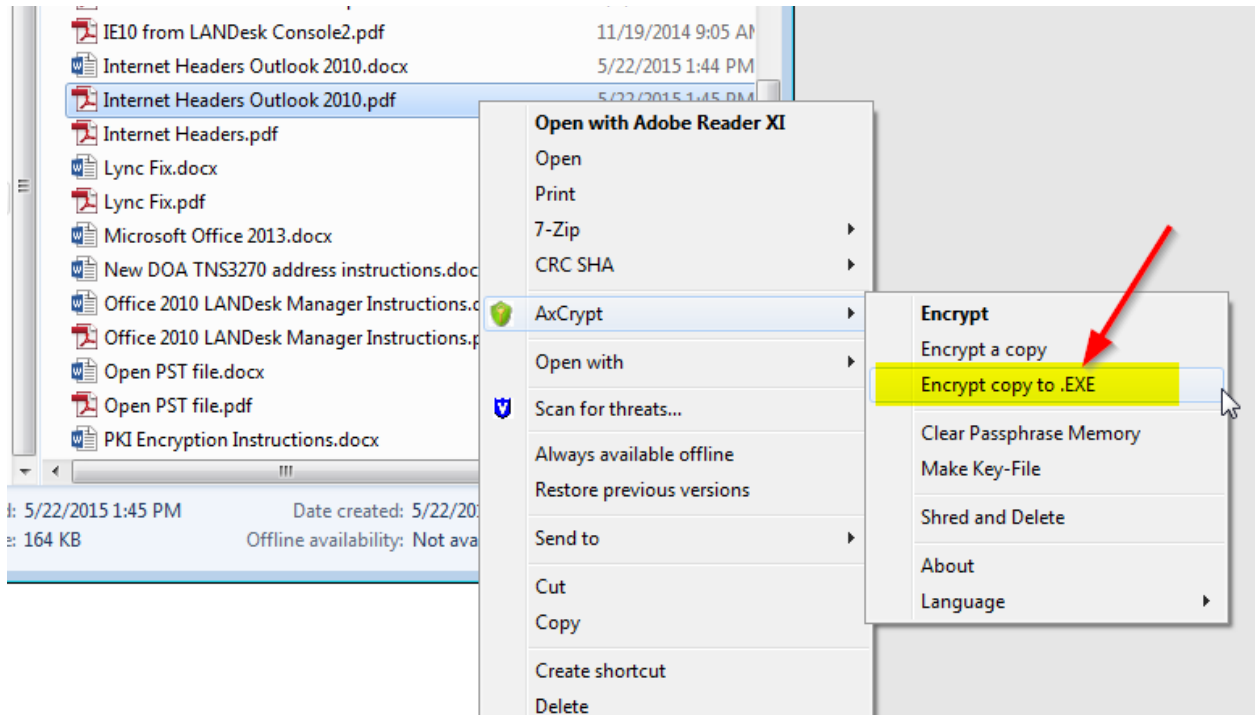


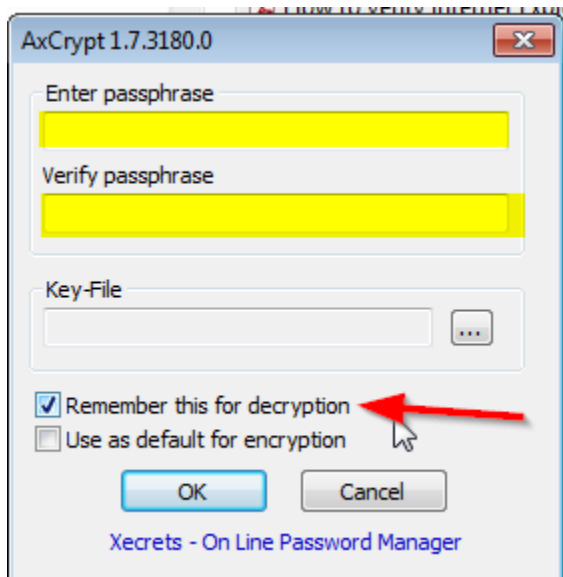
How to Encrypt files with AxCrypt version 1.7.3180.0

1. Locate the file you need to encrypt.

Right-click on the file, under AxCrypt, select “Encrypt copy to .EXE”

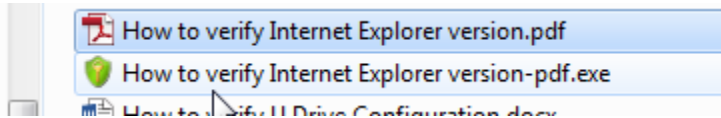


2. At the AxCrypt window enter the encryption passphrase and make sure to check the “Remember this for decryption” option. Click OK.



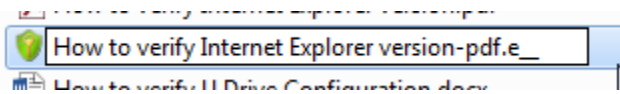
You will have to provide this encryption passphrase to the recipient in a secure manner (via phone call or instant messenger) but not in the same email where the encrypted file is being sent.

3. An encrypted file will be created in the same location of the original file.

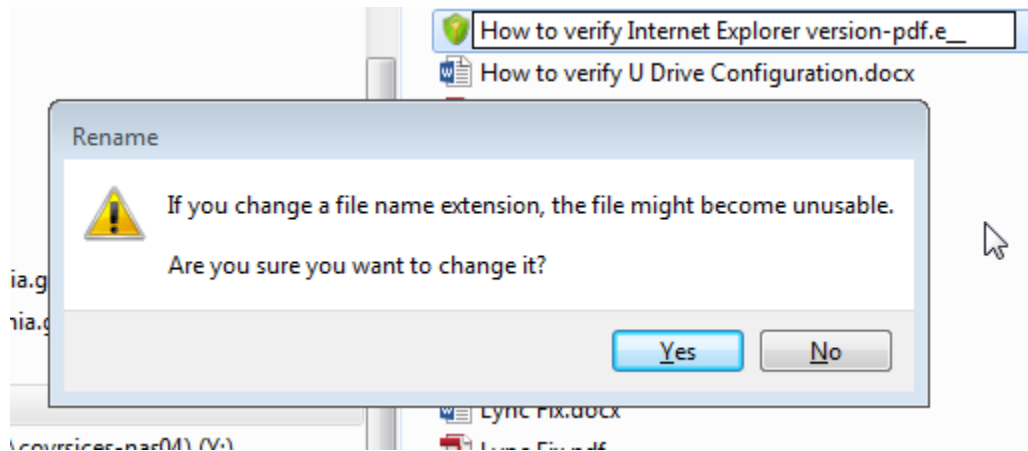


4. In order to email the encrypted file, you will have to change the .exe extension, since G-mail does not allow attaching .exe files to emails.

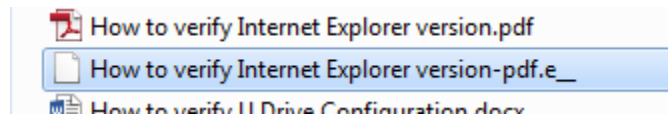
Right-click the file and select “Rename” and change the last 2 letters “xe” to underscores “_”



You will receive the warning message below, click “Yes”



Your encrypted file will look like this



This file is now ready to be emailed.

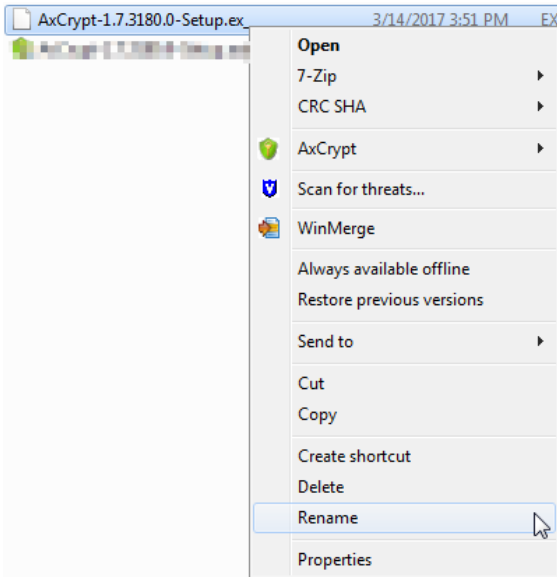
Remember G-mail has an attachment file size limitation, if you need to email files larger than 10MB then you will have to use the VITA Share Large File Transfer system.

The recipient will have to follow these instructions to bring the file to the original .exe extension and be able to decrypt and open the file.

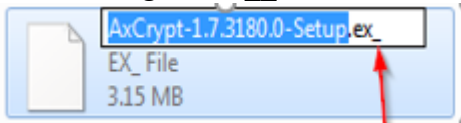
1. Upon receiving the email with the encrypted file, the recipient will need to save the attachment to a location on their computer hard drive.
2. Make a note of the location path where the file was saved (you will need that on the next step)

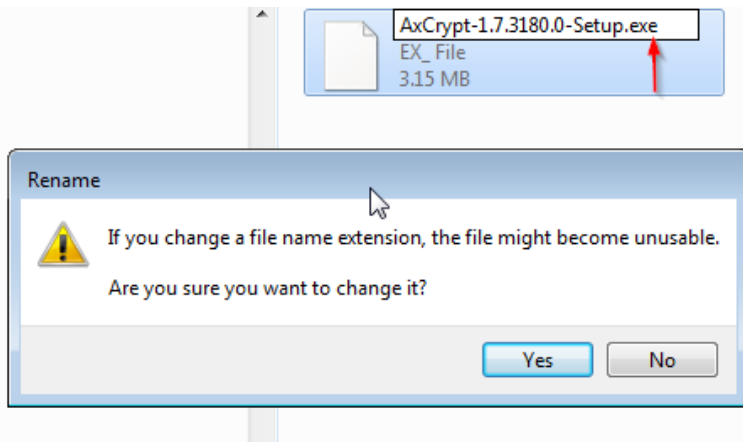
3. Go to Windows Explorer  and navigate to the location path where the file was saved.

4. Right-click the file and select "Rename"

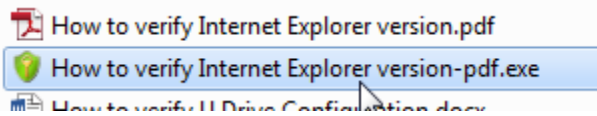


5. Change the "___" for an "xe", at the Rename warning prompt click "YES"

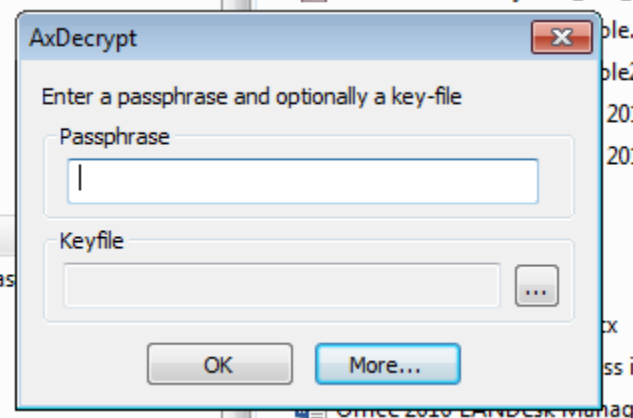




6. You will see the file with the extension .exe in the same location where the original file was saved.



7. Double-click this file to decrypt and open.
8. When prompt enter the encryption passphrase provided by the sender and Click OK.



The file will be decrypted and saved to the original format.

