Sophos Free Encryption

SOPHOS

Getting Started

Sophos Free Encryption provides a user-friendly way of encrypting data. You can encrypt one or more files or an entire folder. The folder structure is preserved after decryption. There is also the option to compress files following encryption.

Please note that this free tool is not supported by Sophos Technical Support.
If you need additional information please consult the following:

- User Help in the Product
- Knowledgebase article 65445 'Sophos Free Encryption: overview and FAQs'
- SophosTalk Community (Discussion Forum)

Installation

To install Sophos Free Encryption start the setup program by double-clicking on the .exe or .msi file. An installation wizard will guide you through the rest of the installation procedure.

Opening Sophos Free Encryption

Go to Start | All Programs | Sophos and select Sophos Free Encryption.

This is the default location. If you installed it elsewhere, go to that location and select Sophos Free Encryption.

The Sophos Free Encryption window opens:
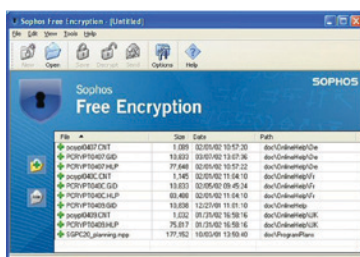
This window displays the files that are in your encryption archive. Until you have encrypted some files it will be empty.

From here you can add files for encryption, view the status of files and decrypt files. Once you have started to use it, it shows all changes made to the selected archive.

These are indicated by the following icons preceding the filename:

 The file is already part of the archive and will remain unmodified

 The file will be added to the encryption archive

 The file will be removed from the encryption archive

Overview of encryption archives

When you encrypt files they are added to your encryption archive, and are displayed in the Sophos Free Encryption window.

Encryption can be carried out from Windows Explorer using the 'Sophos Free Encryption Explorer extensions' which are the options displayed in the right-click menu.

The options available are:

Encrypt
Encrypts files directly in Windows Explorer

Free Encryption
Opens the Sophos Free Encryption window from where you can manage your archive.

Encrypt & Send
Encrypts files and folders and sends them immediately via an email client.

Secure Delete
Deletes files so that they cannot be restored

Further information about these can be found in the product Help.

Encrypting files and creating new archives

There are two ways to encrypt files.

I. Encrypt using Sophos Free Encryption window

1. In Windows Explorer, locate the folder containing the files that you want to encrypt.

2. Right-click the files or the directory that you want to archive, and in the Sophos Free Encryption context menu select Free Encryption.

3. The Sophos Free Encryption window opens. The selected files are displayed in the list view. If a directory was selected, the directory name is displayed under Path. Click Save.

4. In the 'Save Encrypted' dialog box, enter a password and confirm it.

5. Click 'Options' and configure default settings if required.

6. Click OK. The archive will be created in the specified target directory and the status of your files and folders will be displayed.

II. Right-click encryption

1. In Windows Explorer, locate the folder containing the files that you want to encrypt.

2. Right-click the files or the directory that you want to archive, and in the Sophos Free Encryption context menu select Encrypt.

3. In the 'Save Encrypted' dialog box, enter a password and confirm it.

4. Click 'Options' and configure default settings if required.

5. Click OK. The archive will be created in the specified target directory and the status of your files and folders will be displayed.

Encrypted files are shown in Windows Explorer with a padlock icon.

To open encrypted files

1. In Windows Explorer, locate the required file, and double-click it.

2. Enter your password when prompted.

About Sophos

Sophos offers you a full range of endpoint, encryption, email, web and NAC solutions that are simple to deploy, manage and use. To find out more please visit **www.sophos.com**.

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