

## Zip Files: Emailing Large or Multiple Files

If you have a file that is too large for email, or if you would like to email the contents of a folder without having to attach each individual file, then you can compress or “zip” the files into a single file.

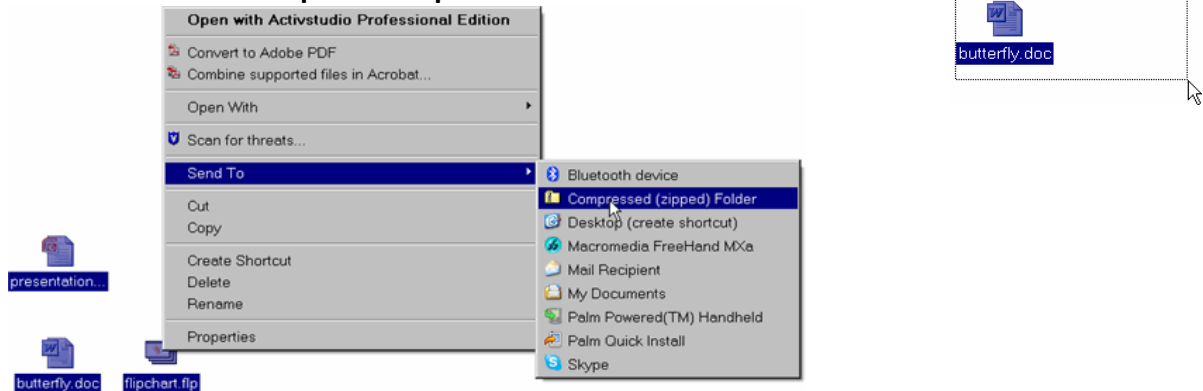


### What is a zip file?

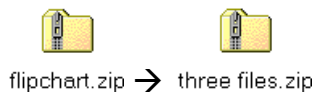
A zip file is a compressed file with the extension **.zip**. It can contain one or many files. The files must be “extracted” or “unzipped” before they can be used.

### How do I create a zip file?

1. Select the file or files that you want to “zip”
2. Right click on *one* of the selected files
3. Choose **Send to** → **Compressed Zip folder**



4. The zipfile will be automatically created in the same location and will be named the same name as whichever file your pointer was on when you right-clicked. You can rename that file whatever you like.



Now you can copy that file to a flash drive or email it to someone.

### How do I use a file contained in a zip file?

1. If you have received an email with a zip file attached, download the attachment to your computer. Make sure you choose **SAVE** instead of **OPEN** when you are downloading the file
2. Navigate to where you saved the file
3. Right click on the file
4. Choose **Extract All**
5. Click **Next** through the wizard and finally **Finish**
6. A folder will open with all of the files that were contained in the zip file
7. You can now delete the zip file from your computer