What is a ZIP File and its purpose:

- Sending lots of files over email is much easier with a ZIP file.
- ZIP files are much like folders, except they act like files. You can put all the files you want to send into this special file, and your email client will treat it as any other file. In this way, only one file (the ZIP file) is sent. When the recipient receives your email, they can open the ZIP file to see all the files and folders you sent within it.
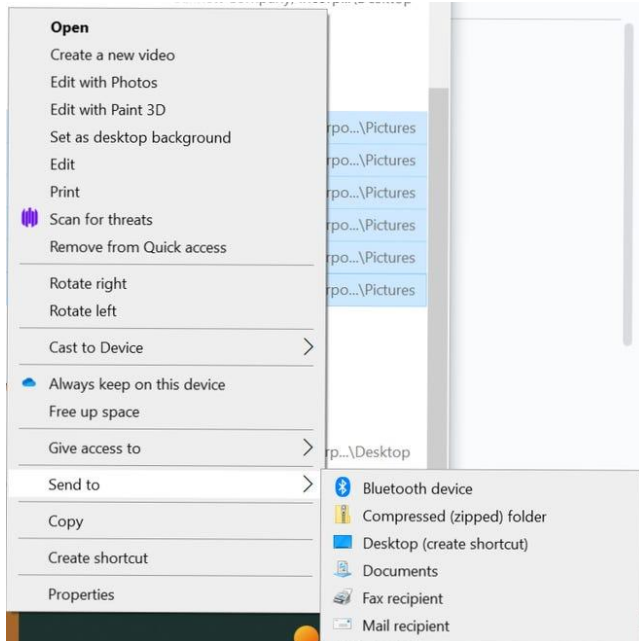
Note: If the ZIP file is too large to send over email, upload it to OneDrive first and then send the recipient a link to download it.

What to Know
- Select the files you want to send, right-click one of them, and send to > Compressed (zipped) folder.
- Name the file, as prompted.
- Email the ZIP file as you would any other file.

How to create a zip file on Windows in 3 steps!

1. Select the file, files, or folder you want to zip. You can place your files into a folder ahead of time or select them using the Ctrl key. To use this shortcut, hold the key and use your mouse to select or highlight each file you wish to compress.

2. Right-click the selected file(s) or folder. With the file or folder selected, right-click all with your mouse.

3. Select Send to. This will open a list of options, such as Bluetooth device and Mail recipient. From this list, select Compressed (zipped) folder. A new zipped folder will appear containing your zipped data. To rename the folder, right-click the folder and select Properties.
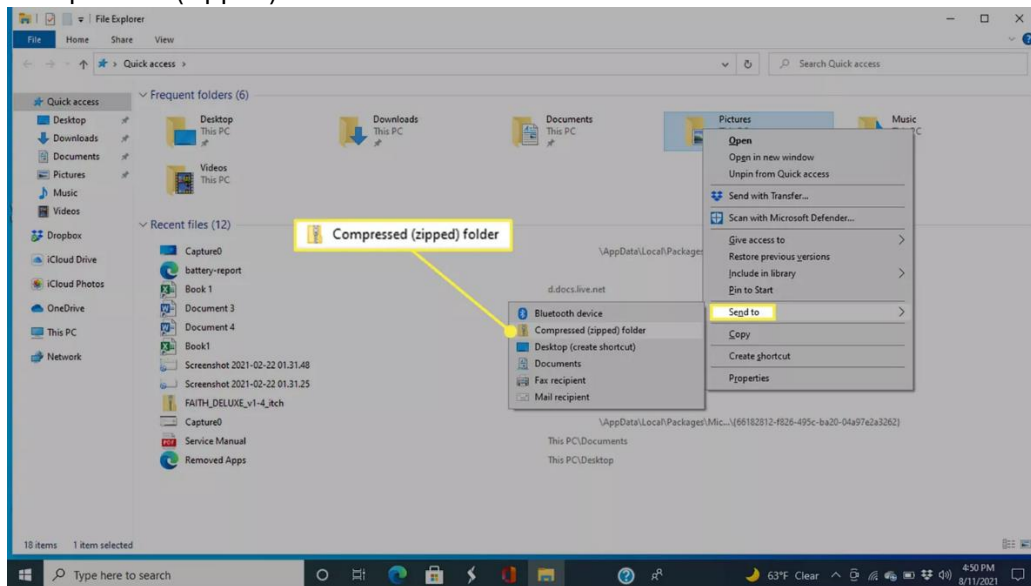
Open
Create a new video
Edit with Photos
Edit with Paint 3D
Set as desktop background
Edit
Print
Scan for threats
Remove from Quick access
Rotate right
Rotate left
Cast to Device   >
Always keep on this device
Free up space
Give access to   >
Send to   >
Copy
Create shortcut
Properties

rpo...\Pictures
rpo...\Pictures
rpo...\Pictures
rpo...\Pictures
rpo...\Pictures
rpo...\Pictures

rp...\Desktop

Bluetooth device
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Fax recipient
Mail recipient

Remember:
1.   Right-click on the folder or select files you want to compress.
2.   Select "Send to" from the menu.
3.   Click "Compressed (zipped) folder".
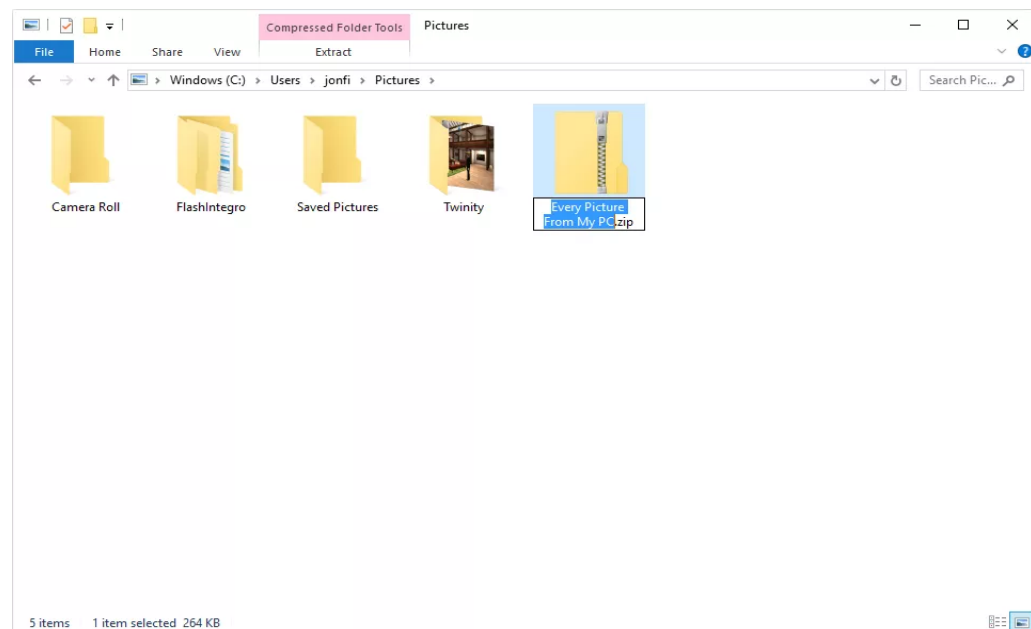
How to create a zip file on a MAC in 3 steps!

1. Navigate to the file, files, or folder you want to zip. You could add files to a named folder ahead of time or you can select the items individually using the Command key. While holding the key, use your mouse or trackpad to select the files and/or folders you wish to compress.

2. Control-click the selected file(s) or folder. Control-click on Mac is the same as right-click.

3. Choose Compress from the shortcut menu. If compressing more than one item, it will say this, e.g., Compress 3 items. If you zip a single item, the newly zipped folder will keep the same name with the .zip extension. However, if you zip more than one item, it will name the folder "Archive.zip," which you can then rename.

How to Create and Send ZIP files with photos:

1. Select the files and/or folders you want to compress. They'll become highlighted to show that they've been selected. Right-click one of the selected items and go to Send to > Compressed (zipped) folder.

2. Name the file something descriptive so that the recipient understands at a glance what the folder contains. For example, if the ZIP file holds vacation images, name it something like Vacation Pics 2021, not something obscure such as the files you wanted or photos.

TIP: To rename the file, right-click the ZIP file and choose Rename.

3. Attach and send the file in your email client just as you would any other file.