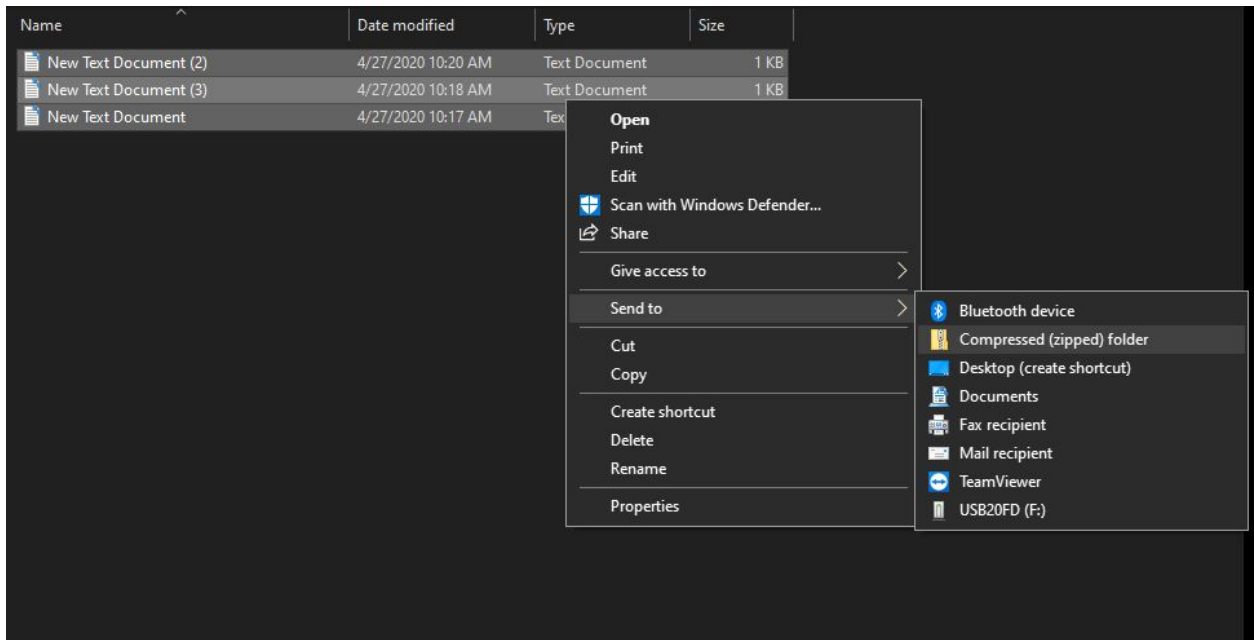


## Why compress or zip files?

Zipping or compressing files is a useful tool for sharing multiple files to others. Generally, emails only allow a certain size amount of files for insertion. So compressing multiple files into a zip folder will make it possible to attach to more files to an email. Here I will show you a simple way to compress files using your Windows/File Explorer.

1. You will select the group of files you want to compress into the zip folder. You can do this by clicking on one, holding down the Control button and clicking on the others you want. You will right click on them.
2. Go down to “Send to” then click on Compressed (zipped) folder.



3. Now you will have a new Compressed folder in your documents. In which you can rename to whatever you would like.
4. Now when you are sending an email you can send this compressed folder in a single email rather than sending multiple emails with the different files.