

Date: March 26, 2009
From: Kyle Miller, Information Security Officer
Audience: All DHS employees
Subject: Sending/receiving zip files reinstated

The ability to send and receive e-mail attachments in ZIP format has been restored. The e-mailing of these file types was blocked for all state agencies because of the threat of computer viruses. Recent changes to the state mail system have resulted in the removal of the restriction.

What you need to know

- There is a size limit for GroupWise messages with attachments. Please limit the size as much as possible. Sending big attachments has cost and performance implications.
- DHS computers have anti-virus software capable of detecting and blocking most viruses hidden in a ZIP file.
- Exercise caution when opening ZIP files. Know your sender! Do not open attachments from unknown senders.

What are ZIP files?

A ZIP file uses a technique to compress a file or group of files in order to decrease their size. Compressing or zipping files reduces download times and the amount of disk space needed for storage. Zipped file(s) can be recognized by the .zip extension at the end of the file name. Creating a ZIP file is also referred to as "archiving." Windows XP is capable of creating .zip files without installing any other software. In Windows lingo, this is called a Compressed Folder. Basic zipping instructions are attached.

Getting help

Contact the OIS Service Desk for assistance with zipping, 503-945-5623 or dhs.servicedesk@state.or.us.

Thank you,
DHS Information Security Office

**Visit our website: www.oregon.gov/DHS/admin/infosec

lk