



Compress and send files with WinZip Courier

- WinZip
- WinZip Courier
- WinZip Enterprise

WinZip products provide several ways for you to quickly and easily send Zip files as email attachments or share them as a link.

Notes:

1. WinZip provides a built-in email utility that will allow you to use WinZip's email features even if you do not have a MAPI email application. Please see [KB 125965](#) for more information.
2. Please see [KB 125962](#) for more information about MAPI compatibility and issues using WinZip's email features.
3. For general information about file attachments, please consult online help for your email program or webmail service.

How to use WinZip Courier to zip attachments

WinZip Courier provides an easy way to compress attachments when you press **Send** or immediately as you attach your files. Courier requires a supported version of Outlook or a supported webmail service used with a supported internet browser in order to work. With WinZip Courier, you will save time preparing and sending emails with attachments because you can:

- Reduce the size of email attachments
 - ◆ Send emails faster
 - ◆ Save download time for recipients
 - ◆ Reduce the amount of disk space required to store emails
- Reduce the time spent creating emails
 - ◆ Fewer steps to compress and add attachments
 - ◆ Works with Microsoft Outlook and webmail services that you already use, reducing the learning curve
- Protect attachments containing sensitive information with password-based AES encryption

The [WinZip Courier Quick Start Guide](#) gives an overview of how to use WinZip Courier.

Using Cloud Services with Courier to send large files

With WinZip Courier, you can send Zip files that are larger than the file size allowed by your email provider. You will first need to create an account with at least one cloud service. Then you can either let Courier choose to use a cloud service whenever your Zip file will exceed the configured size limit, or you can choose to use the **Attach Large File** button. This latter option allows you to avoid the possibility of an error that can occur if you use Microsoft Exchange and have a file attachment size limit.

Using WinZip Courier with cloud services, you can:

- Email large files; the size depends on whether or not you are using a free account or a subscription account, and limits vary from service to service
- Send multiple files and folders in one secure Zip file
- Protect the files you send using strong AES encryption
- Configure other conversion options for additional security or for easier usage by the receiver
- Work directly from your own email account

With WinZip Courier, uploading to a cloud service will work in the background allowing you to continue to work with other email messages, rather than having to wait until message sending completes.

How to compress and attach files or folders from an open folder window

To compress files or folders and attach them to a new email message from an open folder window, simply right-click on the files or folders and choose **Zip and E-Mail** from the WinZip submenu on the context menu. WinZip will compress the selected items in a temporary Zip file, create a new email message, and attach the Zip file to it. You can then address and mail the message as you normally would. WinZip will automatically delete the temporary Zip file when it is no longer needed.

How to compress attachments while composing messages

You can use the technique described here to compress attachments while composing messages using Outlook or other programs that allow you to attach files using the standard Windows **File Open** dialog box. This technique does **not** require a MAPI-compatible email program.

1. Open the dialog box you normally use to attach files
2. Locate the file you wish to attach
3. Right-click the file and choose **Add to filename.zip** from the WinZip context menu
4. Click the new Zip file to select it
5. Click **Open** or **Insert** to attach the Zip file

How to directly mail a Zip file open in WinZip

If your default email program is MAPI-compatible or you have WinZip configured to use its built-in emailer, you can mail the currently open Zip file without leaving WinZip. To do so, click **Email** in the **Actions** pane. If your email program is not running, it will be started automatically. XP users should choose **Send To > Mail Recipient (Zip and E-Mail)** from the **File** menu.

Using Cloud Services with WinZip to share files

With WinZip, you can share Zip files as a link to a cloud service. You will first need to create an account with at least one cloud service and configure WinZip to use it. Then, whenever you use one of WinZip's email features, such as **Zip and E-mail**, if the Zip file reaches the configured size threshold, it will be uploaded to your cloud service account and a link to your Zip file will be placed into the message being sent.

If you have WinZip configured to use its built-in emailer, you will have the option to click the button saying **Attached** so that it then reads as **Linked**. This allows you to optionally share Zip files that are smaller than the configured size threshold. Also, if you are configured to use this built-in emailer, you can right-click any self-extracting Zip file and choose **Email filename.exe** from the WinZip context menu. Your self-extracting Zip file will then be uploaded to your cloud service account when your email message is sent, and the recipient of your message will be able to download it.

Starting with WinZip 22.5, for those users on Windows 10 there is also an option to share using Windows Charms. You must have a supported cloud service configured in WinZip. Then, when you click Windows Charms, your file will be uploaded to your cloud service, a link will be copied to the clipboard, and you will be given the choice through a dialog to choose a Windows Charm (app) to use for sharing your file. These include the built-in Mail app, copying the link, Microsoft OneNote, and more. Some of the selections may require you to install the appropriate app from the Microsoft Store.
