



Use WinZip Express for Office

- WinZip
- WinZip Enterprise

WinZip Express for Office gives you access to WinZip features for zipping, encrypting, and sharing without having to leave the Office application you have open. With this add-on, you can bring the power of WinZip to Microsoft Office as you zip and share documents, spreadsheets, and presentations with ease.

Note: WinZip Express for Office is installed automatically with WinZip. It requires Microsoft Office 365, 2019, 2016, 2013, or 2010 in order to work.

You can use WinZip Express for Office with a document file you have just created or with an existing file after opening it in the appropriate Office application. Anytime you wish to zip and share your Office file, you would start by clicking the File tab in the Office application you are using. In the file tab, you will find the familiar **Zip and Share (WinZip Express)** button in the left column. If you click this, but have not yet saved the file that is in use, the **Save As** dialog will open and you can save the file. Once this is done, the WinZip Express dialog will display.

The WinZip Express dialog is almost the same as the one used by WinZip Express for Explorer. You will have the same options for compression, encryption, conversion, and destination; including saving your Zip file to a cloud service, sharing the file as an attachment to an email message, and sharing the file as a link. File expiration is included, but the automation option buttons are not.

WinZip Express for Office Add-On is automatically included in WinZip 19.5 and later.
