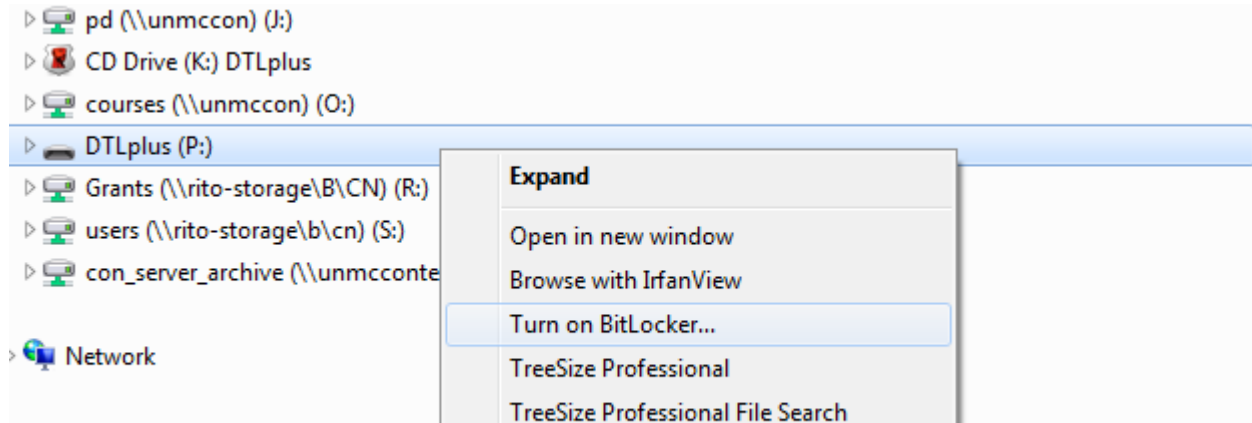
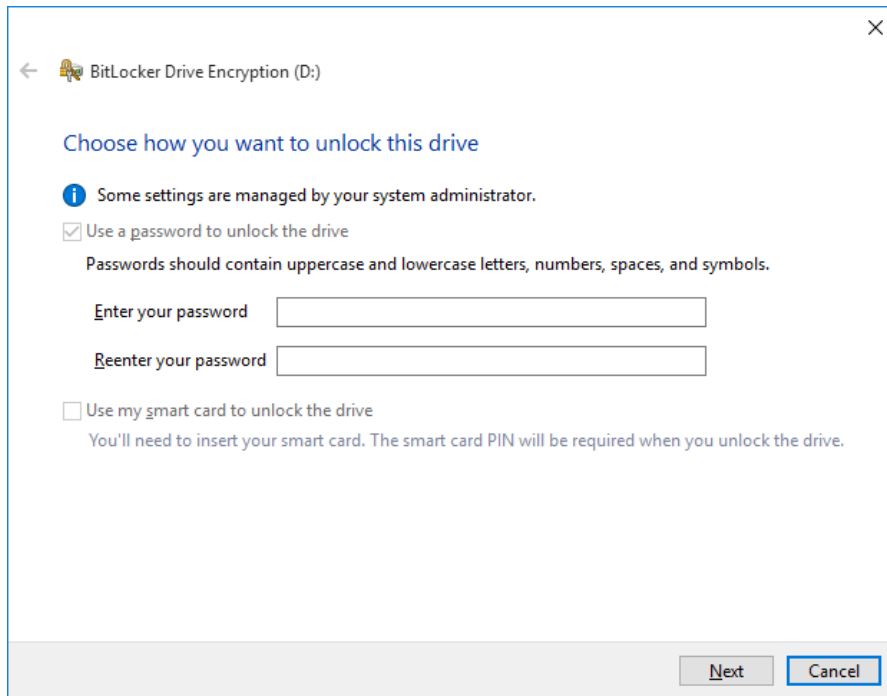


## Manually encrypting a USB storage device

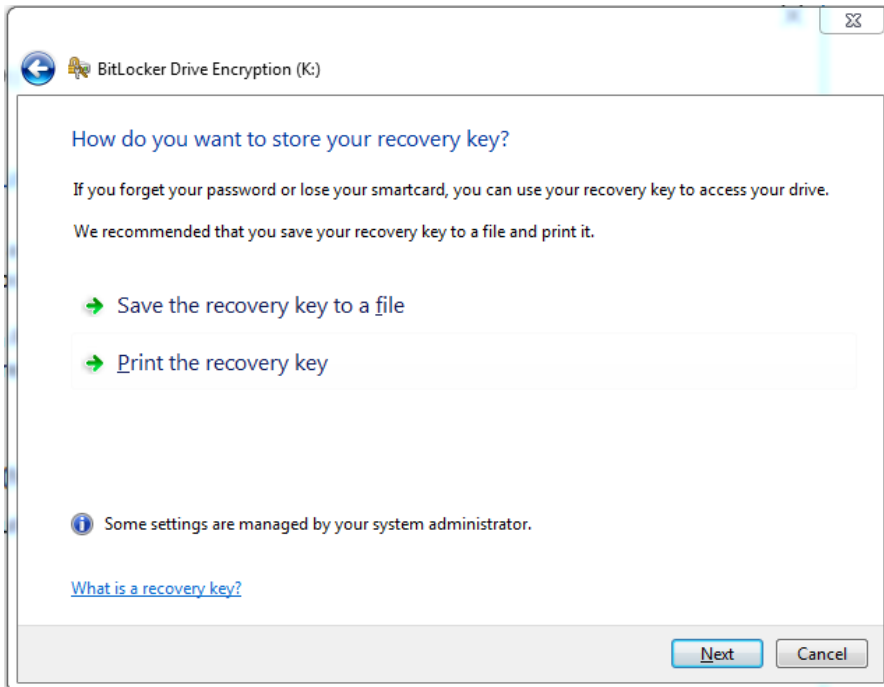
1. Plug your device into a CON computer. We can't guarantee that computers elsewhere on campus are set up properly.
2. After the drive is recognized, copy the contents to another location (C: drive, H: drive, etc.) in case a problem arises during the encryption process. **IF YOU HAVE A USB HARD DRIVE – PLEASE CALL JOHN OR ALAN FIRST!**
3. Right-click on the drive letter in File Manager and select Turn on BitLocker.



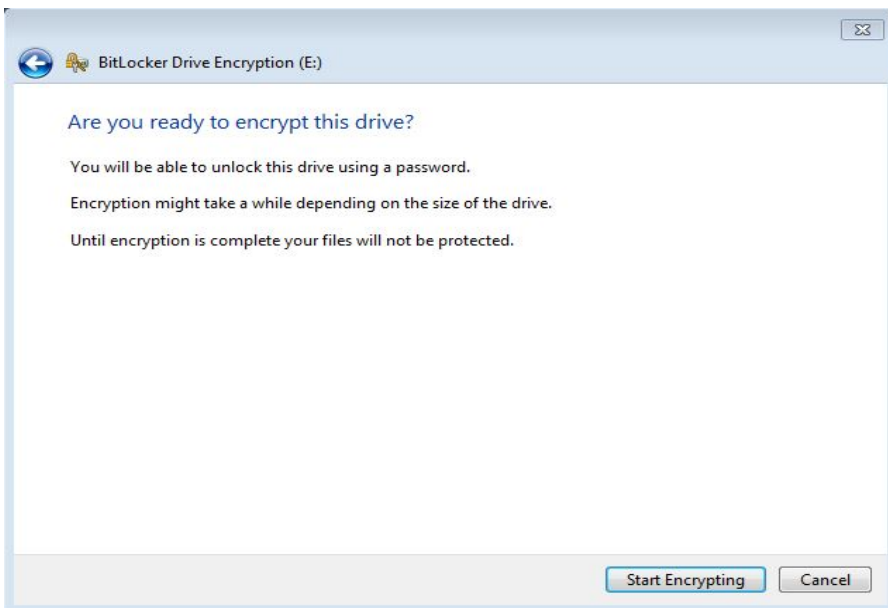
4. At the **Choose how to unlock this drive** dialog box, the “**Use a password to unlock the drive**” chose should be checked. Type and re-type your password. It must comply with UNMC policy (at least 8 characters, at least one capital letter and at least one number). You will NOT have to change this password every six months. Click Next.



5. Enter a file location to store the encryption key (if you forget the password) or print it and put it in a safe location.



6. Chose **Start Encrypting**. Depending on size flash drives will take 10-60 minutes. Hard drives can take several hours.



7. When the encryption is complete remove the device properly by clicking on Show Hidden Icons on the Task Bar and selecting the icon with the USB cord and the green check mark. When the Open Devices and Printers dialog appears click on the device you wish to remove.

