Encrypting Thumbdrive with Bitlocker

1. Plug thumbdrive that you wish to encrypt into your machine. In File Explorer, right-click on this drive and select "Turn on Bitlocker." See *Figure 1*.

Len Drive Tools								Remo	vable Disk	(E:)		
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2. You will then see a screen telling you that Bitlocker is starting. See *Figure 2*.





3. Next, you will be asked to provide a password that will be used to unlock the drive whenever it is plugged in in the future. See *Figure 3*. Type in a password (twice) and hit "Next." **BE SURE TO REMEMBER THIS PASSWORD**, as you will need it to access this device whenever your plug it in. It is best to write it down and keep it in a secured place. <u>DO NOT STORE THIS PASSWORD WITH THE THUMBDRIVE AS THIS WOULD DEFEAT THE PURPOSE OF ENCRYPTING IT!!!!</u>

See 🏘 BitLocker Drive Encryption (E:)								
Choose how you want to unlock this drive								
✓ Use a <u>p</u> assword to unlock the drive								
Passwords should contain uppercase and lowercase letters, numbers, spaces, and symbols.								
Enter your password								
Reenter your password								
Use my <u>s</u> mart card to unlock the drive								
You'll need to insert your smart card. The smart card PIN will be required when you unlock the drive.								
<u>N</u> ext Cancel								



4. You will now be asked to create a backup key. See Figure 4. Select "Save to File" and hit "Next."



Figure 4

5. Choose a secured place to store this file (your H: drive would be a good choice to store this). See *Figure 5*.

Save BitLocker recovery key as							
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Save as <u>t</u> ype:	Text Files (*.bxt)					~	
Alide Folders				Save	Cancel		



6. You will now see a window that says your recovery key has been saved (Figure 6). Click "Next" to continue.

Н	ow do you want to back up your recovery key?	
	Your recovery key has been saved	
lfy	you forget your password or lose your smart card, you can use your recovery key to access your driv	e.
	Save to a file	
	Print the recovery key	
W	hat is a recovery key?	
	<u>N</u> ext Car	ncel

7. You will now be prompted to choose how you wish to encrypt this device (Figure 7). The first option is usually the one you would choose (for new drives).



Figure 7

8. You will now see a windows asking you if you are ready to start encrypting (Figure 8). Select the "Start Encrypting" button.

	×
📀 BitLocker Drive Encryption (E:)	
Are you ready to encrypt this drive? You'll be able to unlock this drive using a password. Encryption might take a while depending on the size of the drive.	
Until encryption is complete, your files won't be protected.	
Start encrypting Cancel	
Figure 8	

9. There will now be a window displayed showing you the status of the encryption process (Figure 9). This may take several minutes depending on the contents and size of the drive.



Figure 9

10. Once encryption is complete, you will see the windows displayed in Figure 10. This drive is now ready to start using!



11. Whenever you plug in the thumbdrive, you will be prompted to provide the password you created in Step 3.

BitLocker (E:)	
Enter password to unlock this drive.	
More options	
	Unlock

Figure 11

12. If you are sharing this thumbdrive with a coworker or outside entity, be sure that the password is conveyed **SEPARATELY** from the thumbdrive itself. A good practice would be to either email it, convey it over the phone, or send it in an IM.