

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*.

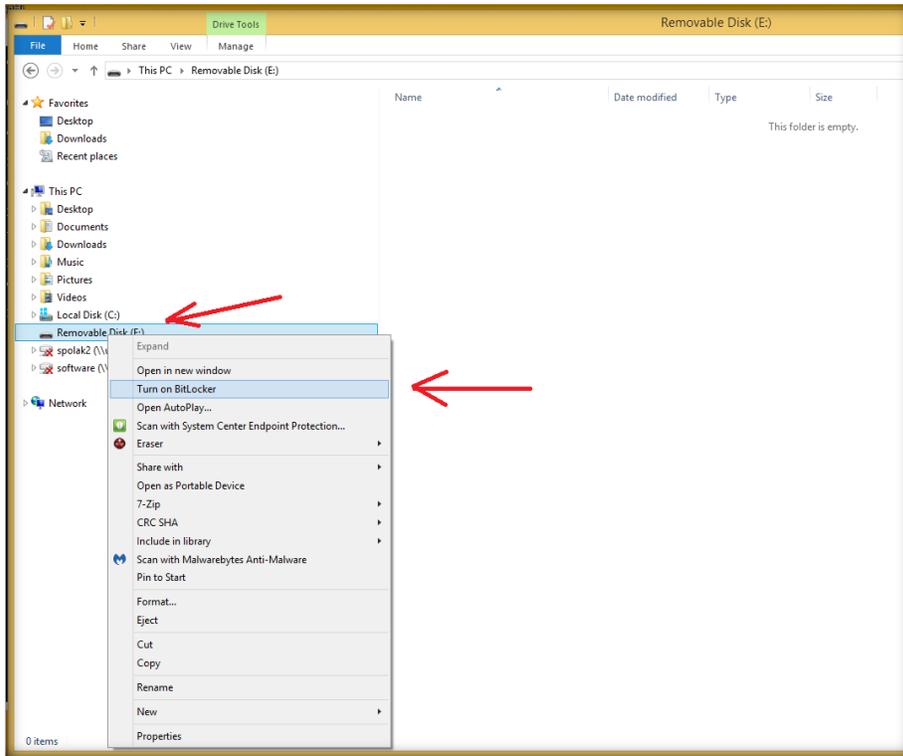


Figure 1

2. You will then see a screen telling you that Bitlocker is starting. See *Figure 2*.

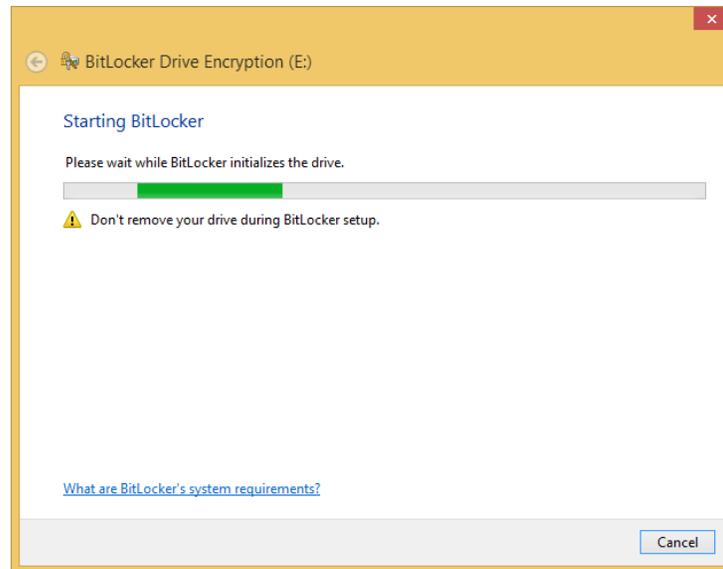


Figure 2

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 you plug it in. It is best to write it down and keep it in a secured place. **DO NOT STORE THIS PASSWORD WITH THE THUMBDRIVE AS THIS WOULD DEFEAT THE PURPOSE OF ENCRYPTING IT!!!!**

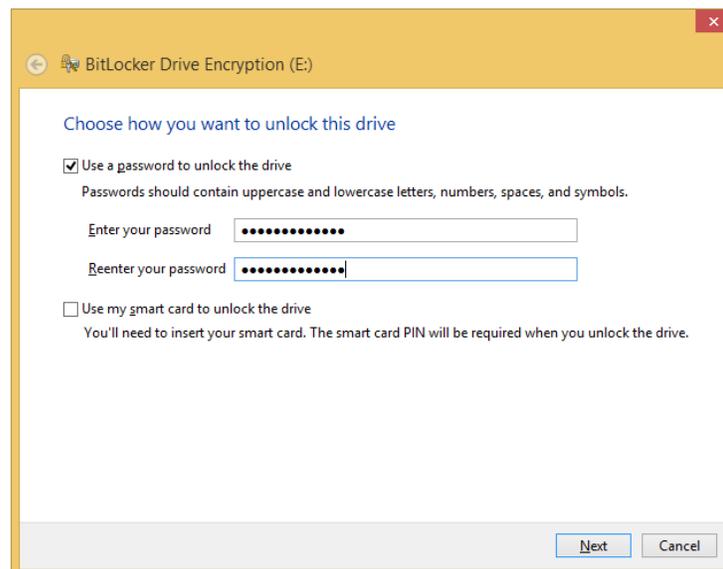


Figure 3

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

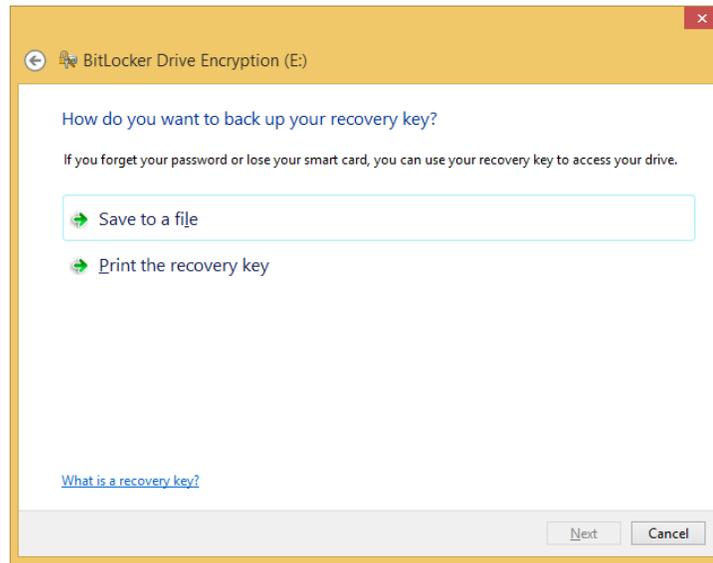


Figure 4

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

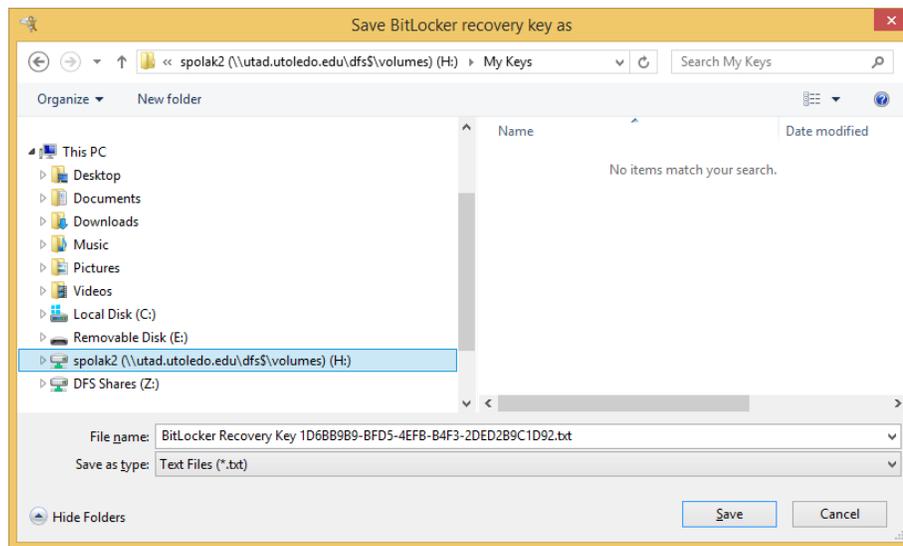


Figure 5

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

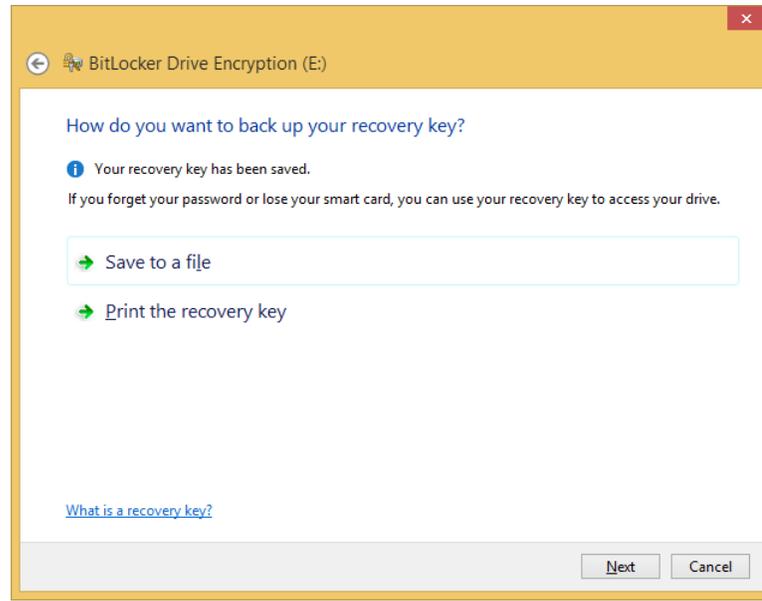


Figure 6

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).

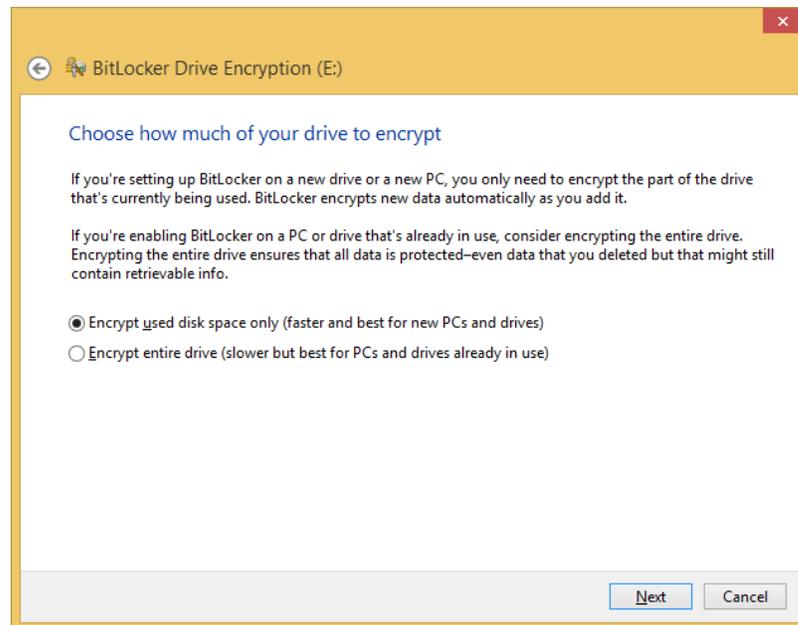


Figure 7

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

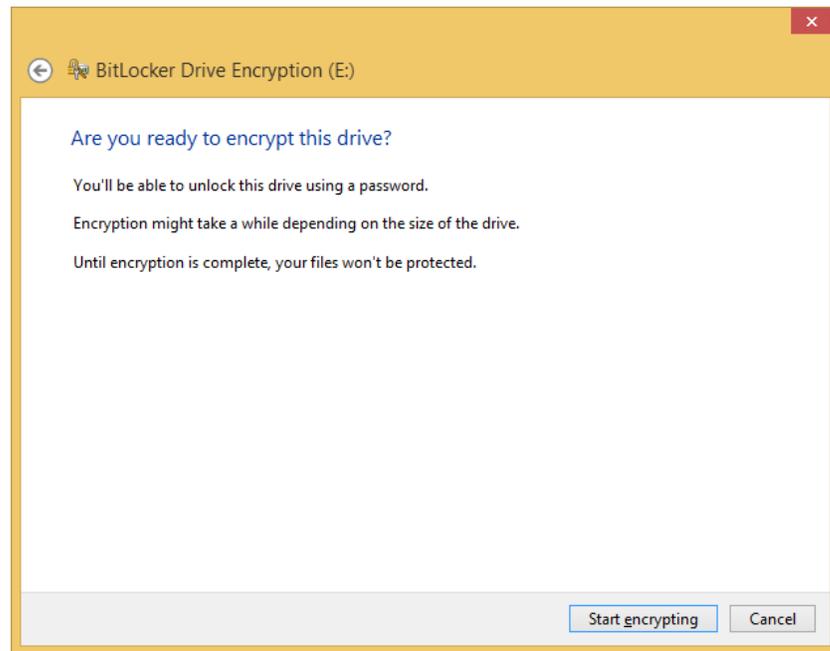


Figure 8

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!



Figure 10

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

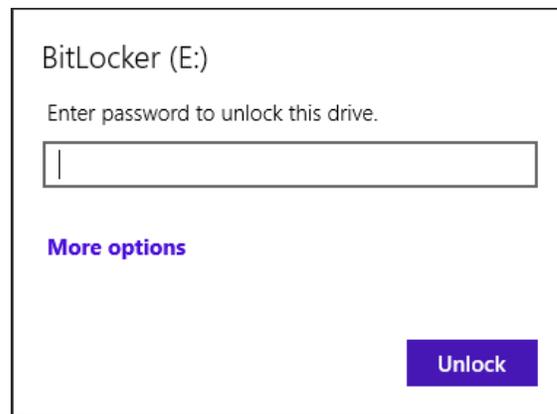


Figure 11

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