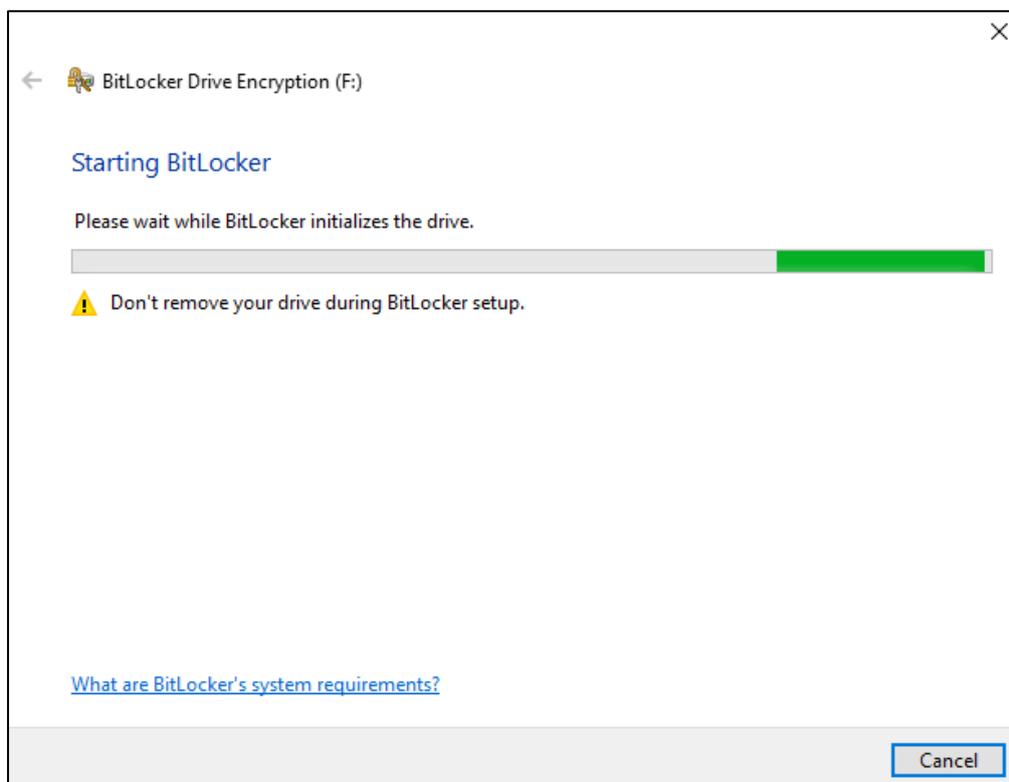


Encrypting a Removable USB Storage Device

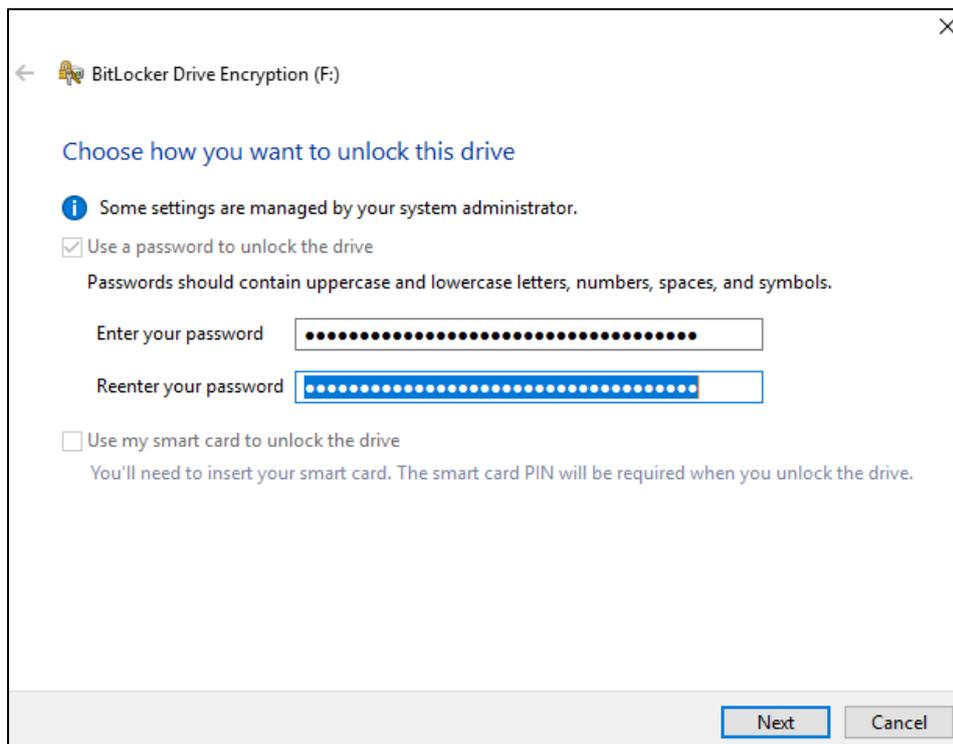
When inserting a USB storage device, which is not encrypted using BitLocker encryption, you will be prompted to encrypt it. (If you choose not to encrypt, you can view the files on your device, but will not be able to save new documents to the drive, or edit existing ones).



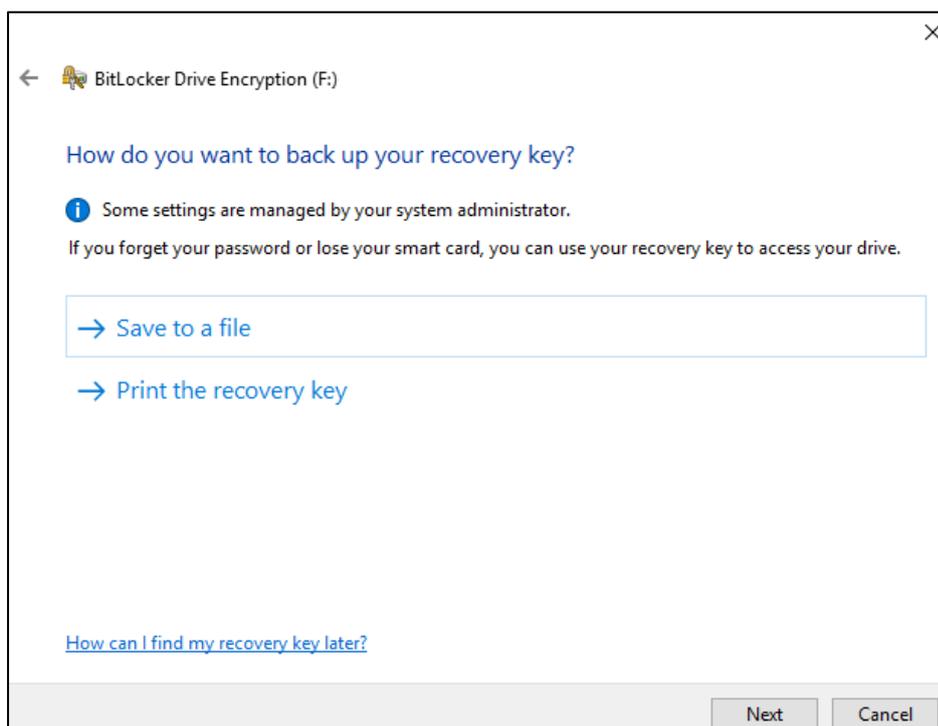
Select to Encrypt the drive and it will begin.



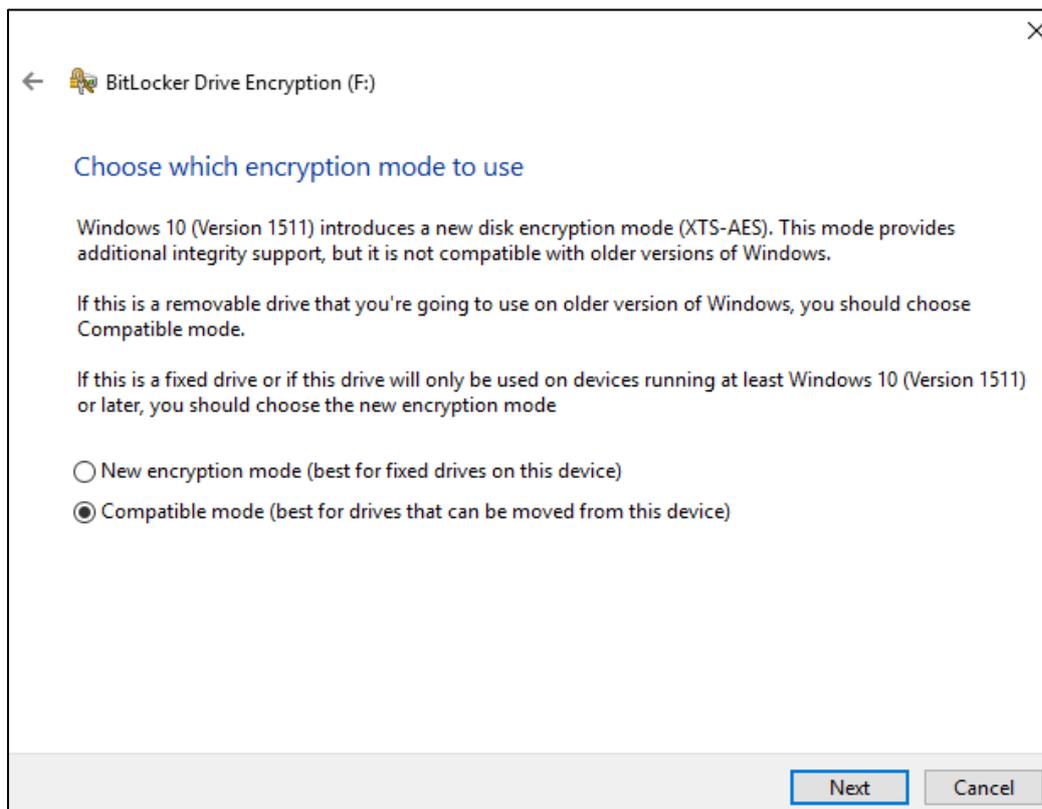
After the drive has been initialized, you will be prompted to create a password. More complex the better, but something you will remember and not have to write down!



Once you have created and confirmed your password, you'll be asked how you would like to back up the recovery key. This is used if you forget the password. You can save the recovery key as a text file, or print it out (it is just a long string of numbers). Make sure it is kept somewhere safe as you won't be able to recover your forgotten password without it and neither will we, so you will be unable to access the files on your device.

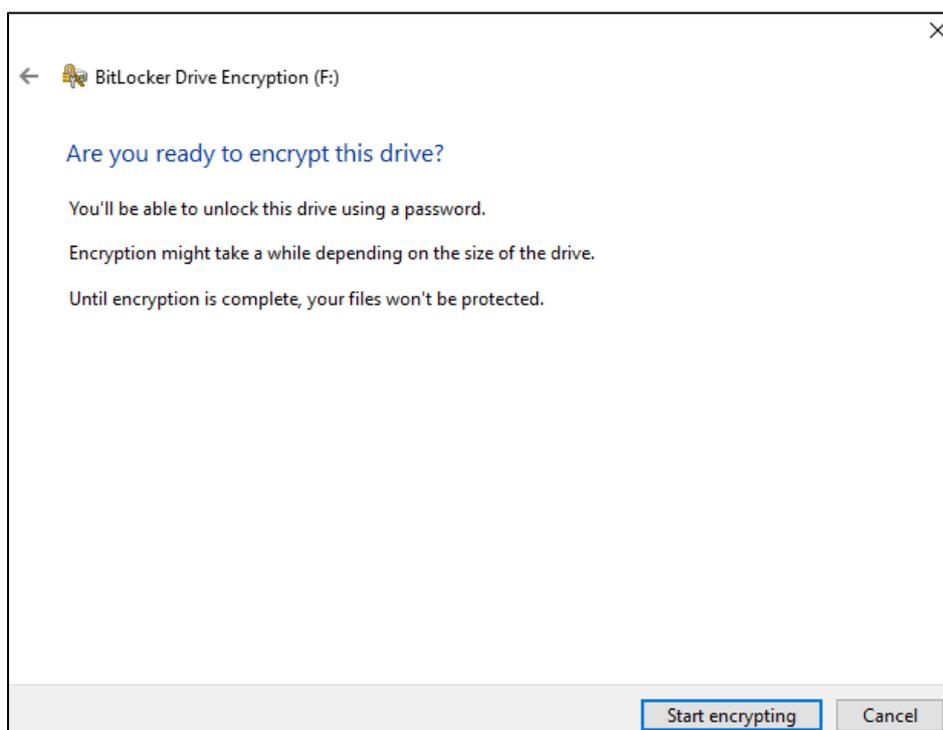


As you are likely to be using the drive on more than one computer, select Compatible mode.



You are now ready to start encrypting the drive, the amount of time it takes encrypt will depend on the size of the disk.

Do not unplug the drive or turn off your computer while the encryption is taking place or files on the drive could be damaged.



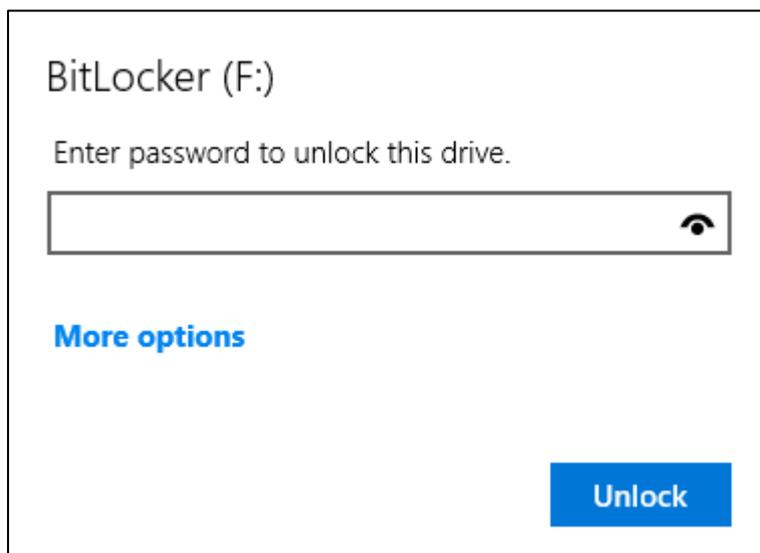
In progress...



Completed!



Now when inserting the USB drive the following box will appear, enter your password, and you can browse the files as usual.



Forgotten Password

If you should forget the password, click the 'More options' link in the windows where you enter the password.

Click the 'Enter recovery key' link,

BitLocker (F:)

Enter password to unlock this drive.

Fewer options

[Enter recovery key](#)

Automatically unlock on this PC

Unlock

You will be prompted for the recovery key which you saved when originally encrypting the drive.

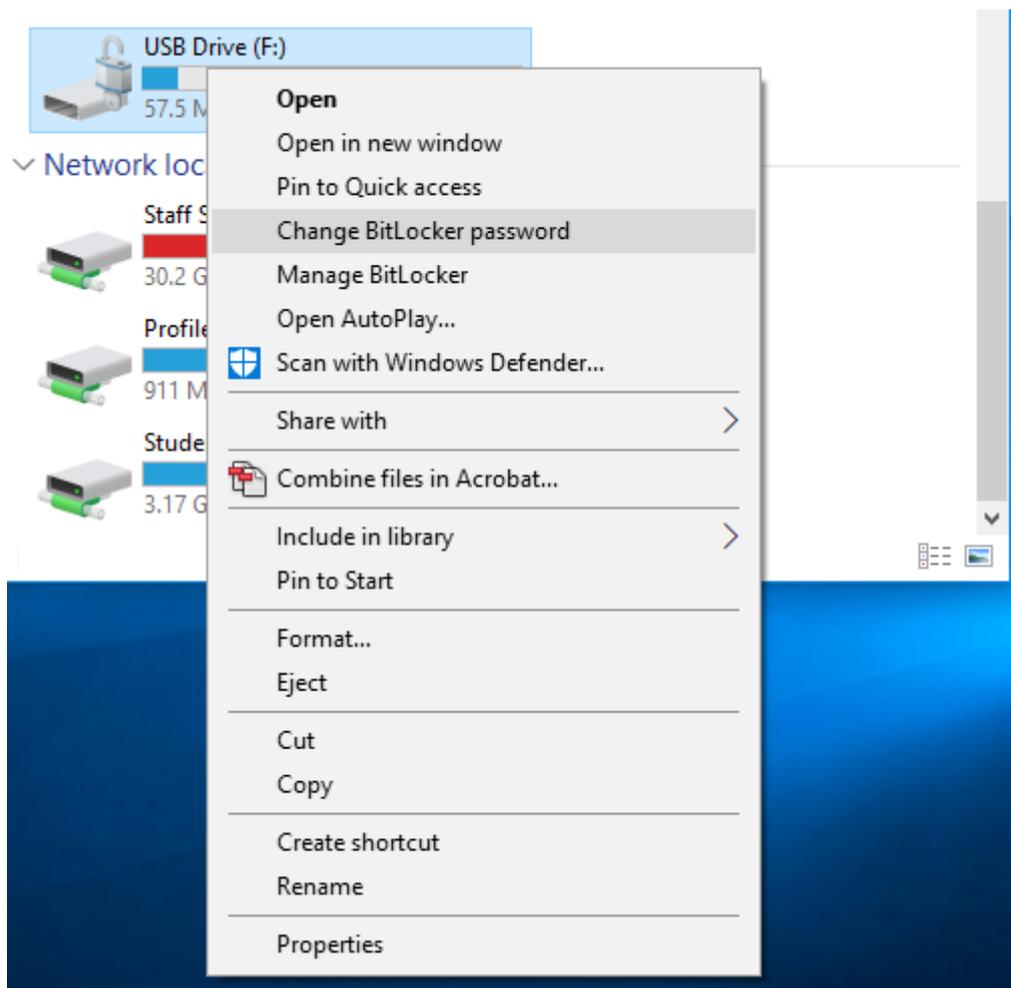
The Key ID will be in the document, as will the 48 digit recovery key.

← BitLocker (F:)

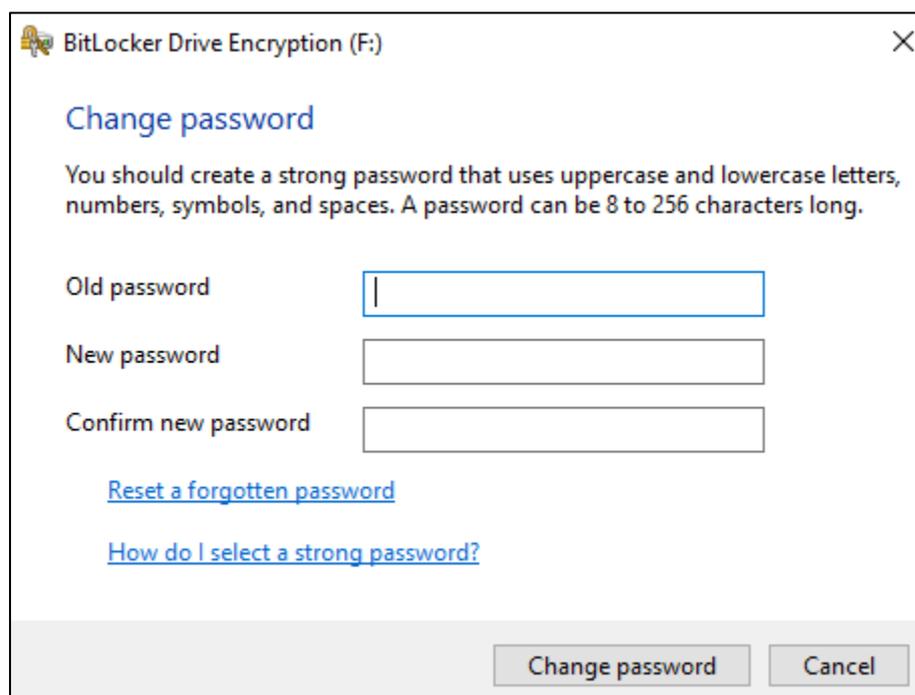
Enter the 48-digit recovery key to unlock this drive.
(Key ID: 16FF206A)

Unlock

Once you have entered the recovery key, and unlocked the drive, you can Right-click on the drive, and select 'Change BitLocker password'.

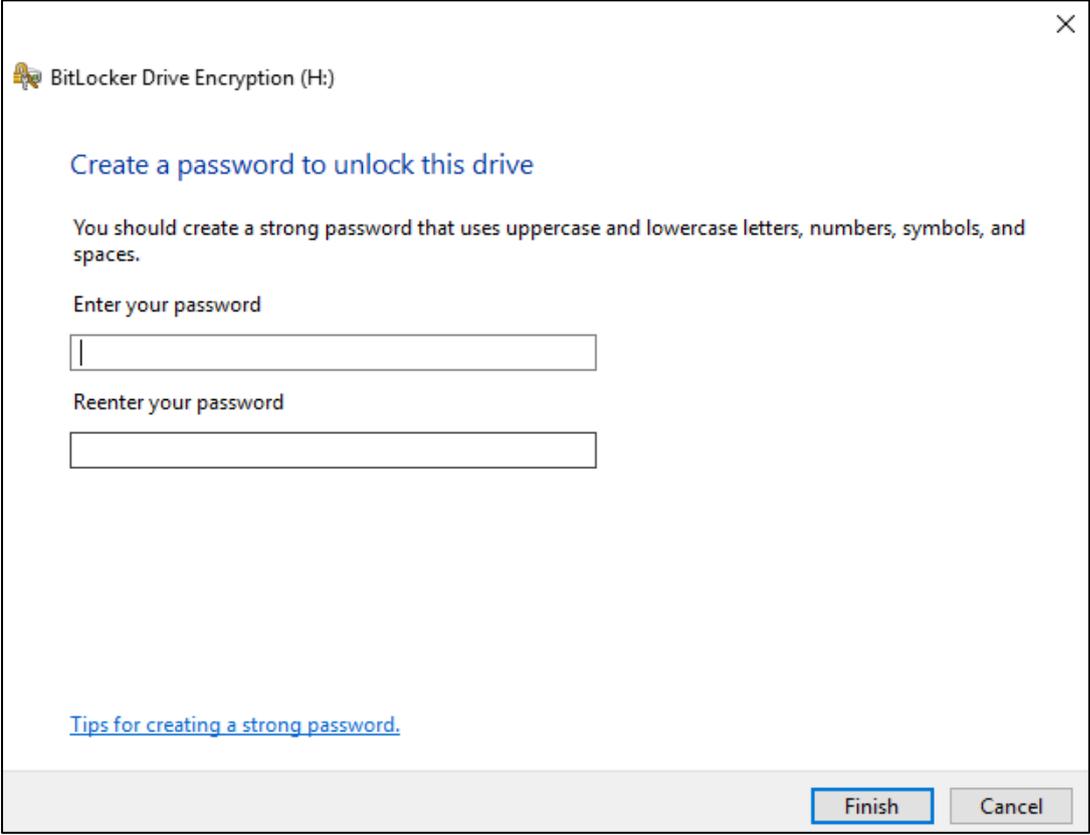


In the 'Change password' screen, click the 'Reset a forgotten password' link,



Enter the new password, and re-enter to confirm.

You can only reset the password when the drive is unlocked.



BitLocker Drive Encryption (H:)

Create a password to unlock this drive

You should create a strong password that uses uppercase and lowercase letters, numbers, symbols, and spaces.

Enter your password

Reenter your password

[Tips for creating a strong password.](#)

Finish Cancel

Removing BitLocker Encryption

If you should ever need to remove BitLocker encryption, Right-click on the unlocked drive, and choose 'Manage BitLocker'.

In the options choose 'Turn off BitLocker'.

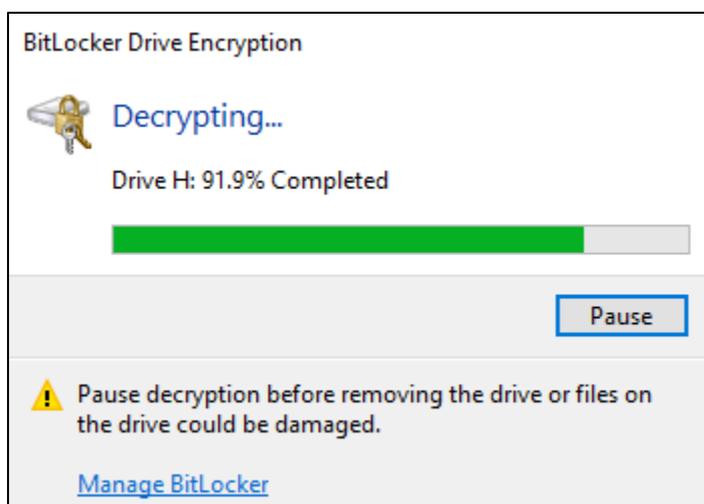


Confirm...



Decryption will start. This could take a while, depending on the size of the disk and how much is stored on it.

Do Not unplug the drive or turn off the PC while Decrypting is in progress, or data could be damaged!



Once complete, you will no longer be prompted for a password on a non-college PC. However, if you want to write to it in college it will need to be encrypted again.

