

## Encrypting a USB Flash Drive (Windows 7)

1. Insert USB flash drive, click **Start**, and then click on **Computer**.
2. Right-click the USB flash drive, and then click on **Turn on BitLocker**.
3. On the **Choose how you want to unlock this drive** window, choose **Use a password to unlock this drive**.
  - a. This option prompts the user for a password to unlock the drive.
  - b. VSCC requires that the password has at least eight characters, and contain a mixture of uppercase, lowercase, numbers, and special characters.
  - c. If the password is forgotten, IT will not be able to assist in recovery unless provided with an appropriate recovery key (Figure 1). See the next step.
4. On the **How do you want to store your recovery key** window, click **Save the recovery key to a file**.
  - a. In the **Save BitLocker Recovery Key As** dialog box, choose a save location, such as your My Documents folder, and then click **Save**
  - b. You can also print the recovery key, but we recommend saving it as a file.
  - c. Do not store the printed recovery key with the USB drive as this defeats the security of encrypting the USB drive.
5. On the **Are you ready to encrypt this drive** window, click **Start Encrypting**. Do not remove the drive until the encryption process is complete. It is not unusual for the process to take about ten minutes per gigabyte to complete (Figure 2).
6. Once the encryption process is complete you will be notified by a window.
7. When you insert the USB flash drive into other Windows 7 or above compatible systems, it will prompt for your password. **Do not** select the automatically unlock on this PC option.

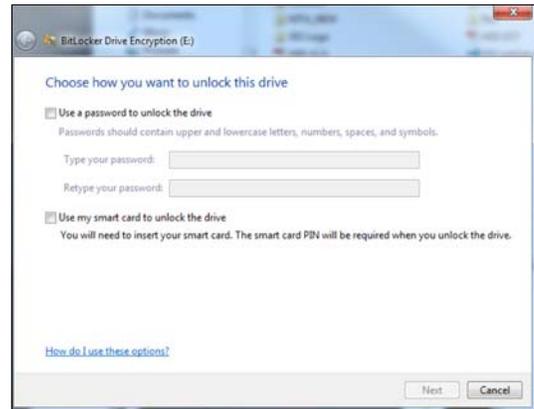


Figure 1



Figure 2



**Still need help?  
Please contact the  
IT Helpdesk.**

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