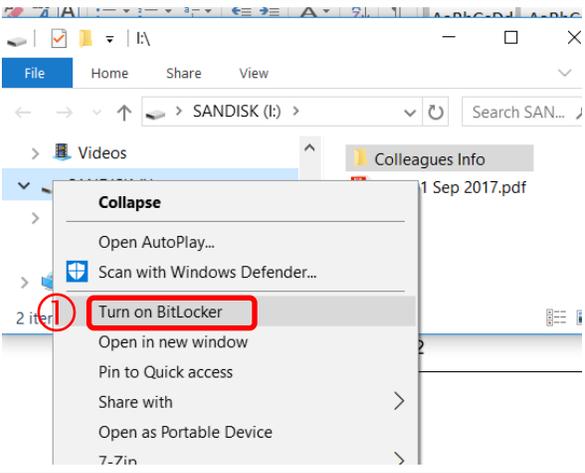
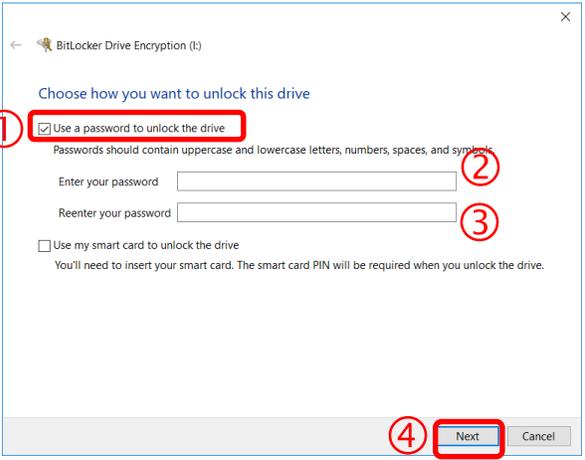




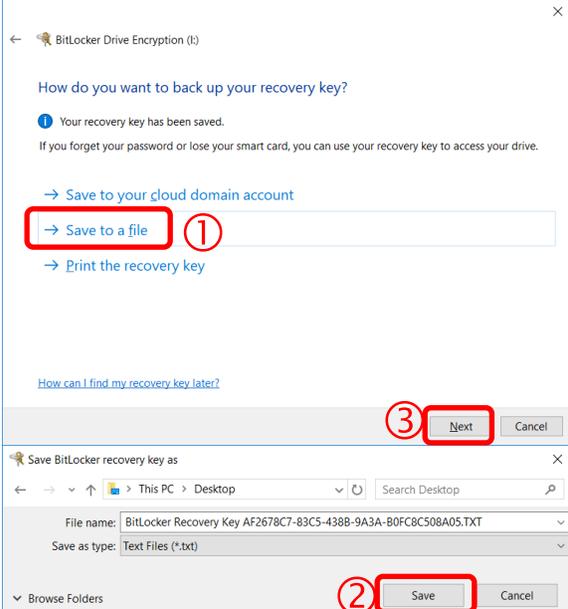
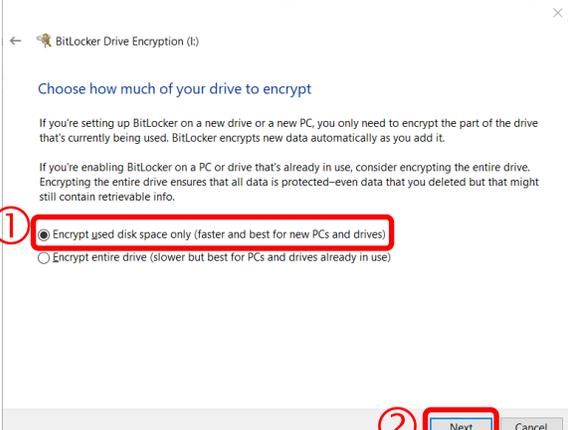
## Securing your files in Portable Drive

Description:	This guide describes how to encrypt a USB device in Windows 10 (Professional and Enterprise versions only), and how it can be accessed in Windows 7 and 10.
Updated Date:	April, 2018

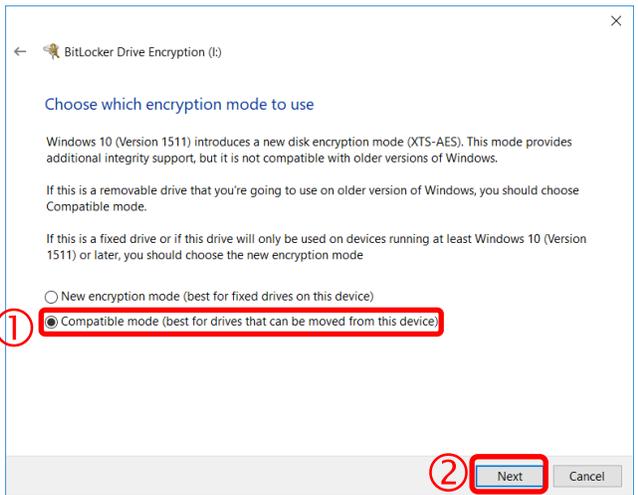
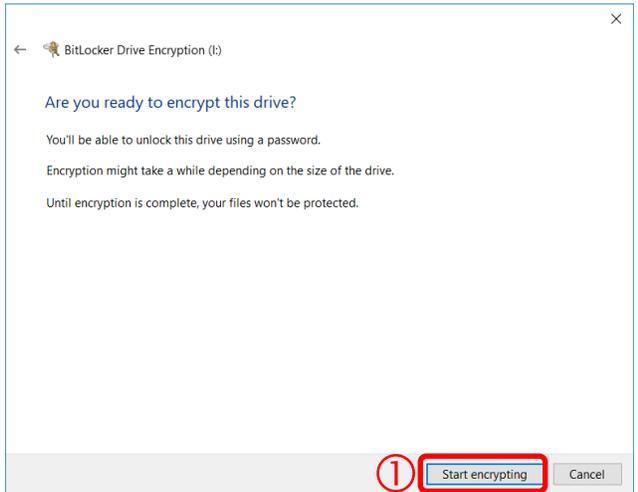
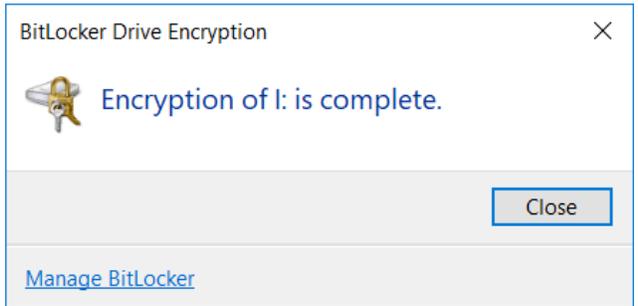
### How to encrypt your portable storage devices?

Steps	Details
1.	<p>Right click on your USB drive in the file explorer and click ① “Turn on BitLocker”.</p> 
2.	<p>Tick ① “Use a password to unlock the drive”;          ② create and ③ reenter your password;          ④ Click “Next”.</p> <p><i>Remarks: The password should contain uppercase and lowercase letters, numbers, and symbols with length at least 8 characters.</i></p> 



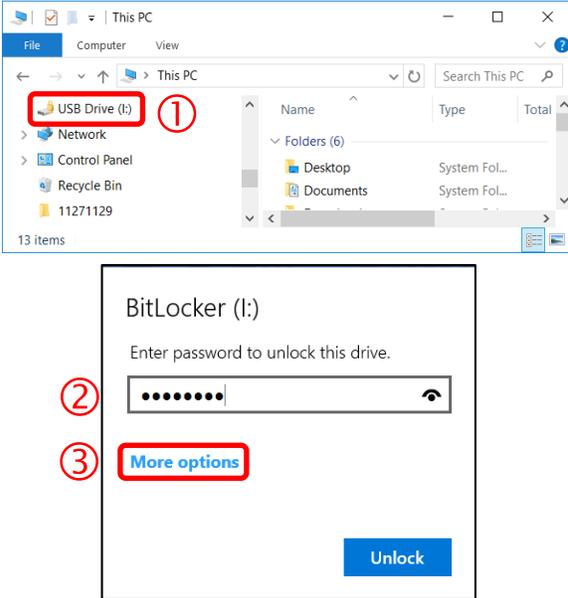
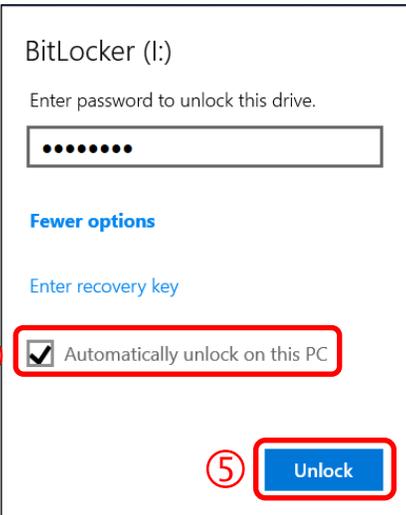
<p>3.</p>	<p>If you forget your password, you can use your recovery key to access your USB drive. Click ① “Save to file” to create your recovery key; Choose a secure location and click ② “Save”; Then click ③ “Next”.</p> <p><i>Warning: This recovery key file is very important, it should be stored in a secure location, you <b>cannot recover your files</b> if you cannot recall the password and the key file.</i></p>	 <p>BitLocker Drive Encryption (I)</p> <p>How do you want to back up your recovery key?</p> <p>Your recovery key has been saved. If you forget your password or lose your smart card, you can use your recovery key to access your drive.</p> <p>→ Save to your cloud domain account</p> <p>→ <b>Save to a file</b> ①</p> <p>→ Print the recovery key</p> <p><a href="#">How can I find my recovery key later?</a></p> <p>③ Next Cancel</p> <p>Save BitLocker recovery key as</p> <p>This PC &gt; Desktop</p> <p>File name: BitLocker Recovery Key AF2678C7-83C5-438B-9A3A-B0FC8C508A05.TXT</p> <p>Save as type: Text Files (*.txt)</p> <p>② Save Cancel</p>
<p>4.</p>	<p>Choose how to encrypt your drive: Tick ① “Encrypt used disk space only (faster and best for new PCs and drives)”; Then click ② “Next”.</p>	 <p>BitLocker Drive Encryption (I)</p> <p>Choose how much of your drive to encrypt</p> <p>If you're setting up BitLocker on a new drive or a new PC, you only need to encrypt the part of the drive that's currently being used. BitLocker encrypts new data automatically as you add it.</p> <p>If you're enabling BitLocker on a PC or drive that's already in use, consider encrypting the entire drive. Encrypting the entire drive ensures that all data is protected—even data that you deleted but that might still contain retrievable info.</p> <p>① <input checked="" type="radio"/> <b>Encrypt used disk space only (faster and best for new PCs and drives)</b></p> <p><input type="radio"/> Encrypt entire drive (slower but best for PCs and drives already in use)</p> <p>② Next Cancel</p>



5.	<p>Choose which encryption mode to use:</p> <p>Tick ① “Compatible mode (best for drives that can be moved from this device)”;</p> <p>Then click ② “Next”.</p>	
6.	<p>To start encryption, click ① “Start encrypting”.</p>	
7.	<p>Wait for the encryption process to be done...</p> <p>It may take longer time if you have many files in the drive.</p> <p>Click “Close” when it is completed.</p> <p>Your drive is now encrypted.</p>	



## How to access your encrypted devices?

Steps	Details
<p>1. Open the file explorer and ① click on your USB drive with a lock icon, ② a pop-up window will ask you to input your password.</p>	 <p>The screenshot shows a Windows File Explorer window titled 'This PC'. In the left-hand navigation pane, 'USB Drive (I:)' is highlighted with a red box and a circled '1'. The main pane shows the contents of the drive, which are currently hidden. Below the File Explorer, a BitLocker password prompt window is shown. It has the title 'BitLocker (I:)' and the text 'Enter password to unlock this drive.' There is a password input field with a red box and a circled '2' around it. Below the field is a 'More options' button, also circled in red with a circled '3'. At the bottom right of the window is an 'Unlock' button.</p>
<p>2. If you do not want to input password in the same PC every time, you can click ③ “More options” and tick ④ “Automatically unlock on this PC” Click ⑤ “Unlock” and your USB drive is unlocked now.</p>	 <p>The screenshot shows the 'More options' dialog box for BitLocker. It has the title 'BitLocker (I:)' and the text 'Enter password to unlock this drive.' There is a password input field. Below the field are two options: 'Fewer options' and 'Enter recovery key'. The 'Automatically unlock on this PC' checkbox is checked and circled in red with a circled '4'. At the bottom right of the dialog is an 'Unlock' button, circled in red with a circled '5'.</p>

Reference links:

<https://smartit.hsmc.edu.hk/external-drive-encryption/>

<https://itsc.hsmc.edu.hk/user-services/student-services/>

<https://itsc.hsmc.edu.hk/user-services/staff-services/>