

HOW TO ENCRYPT ELECTRONIC MEDIA USING BITLOCKER

Please follow the below instructions to encrypt electronic media using BitLocker.

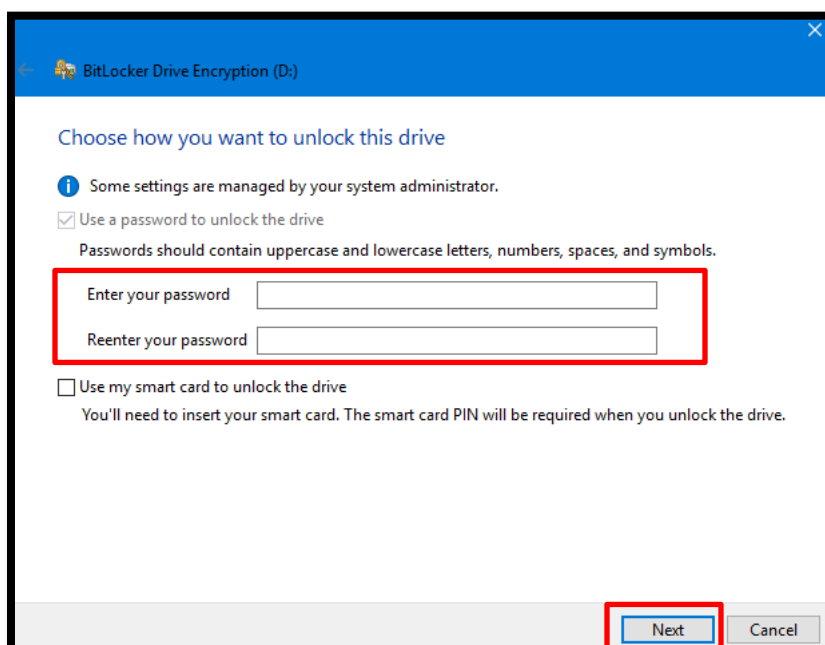
1. Insert the electronic media device into your computer hard drive. The below dialog box will appear.



2. The 'Encrypt this drive using BitLocker Drive Encryption' option is checked by default. The drive will be read-only until encryption is complete.

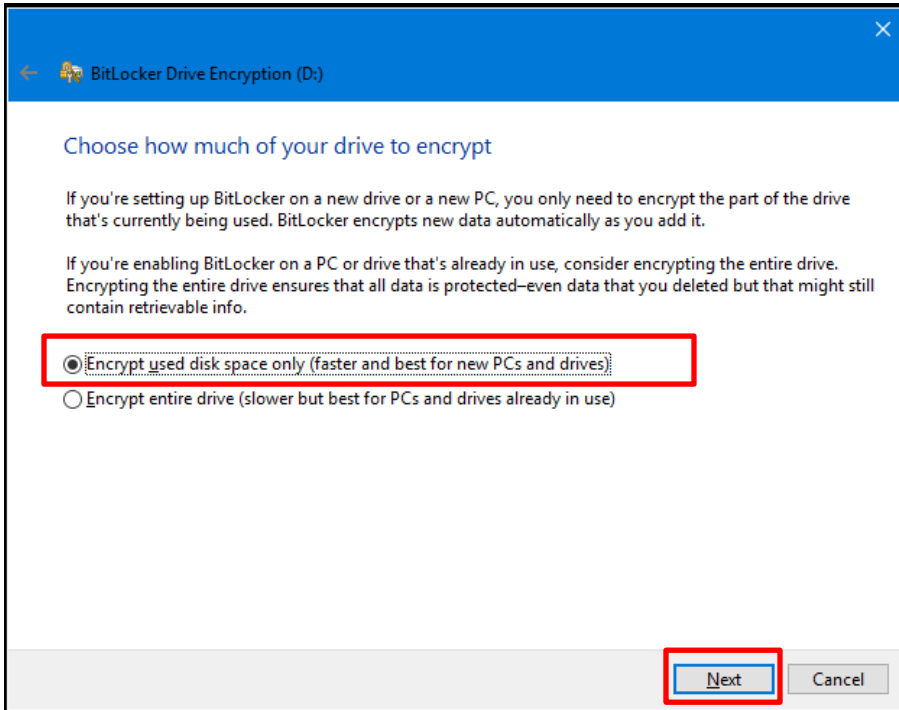
3. The 'Use a password to unlock the drive' option is checked by default.

- a) Enter your password twice. Passwords must meet the established password authentication standard. [Click here](#) for details.
- b) Click 'Next.'

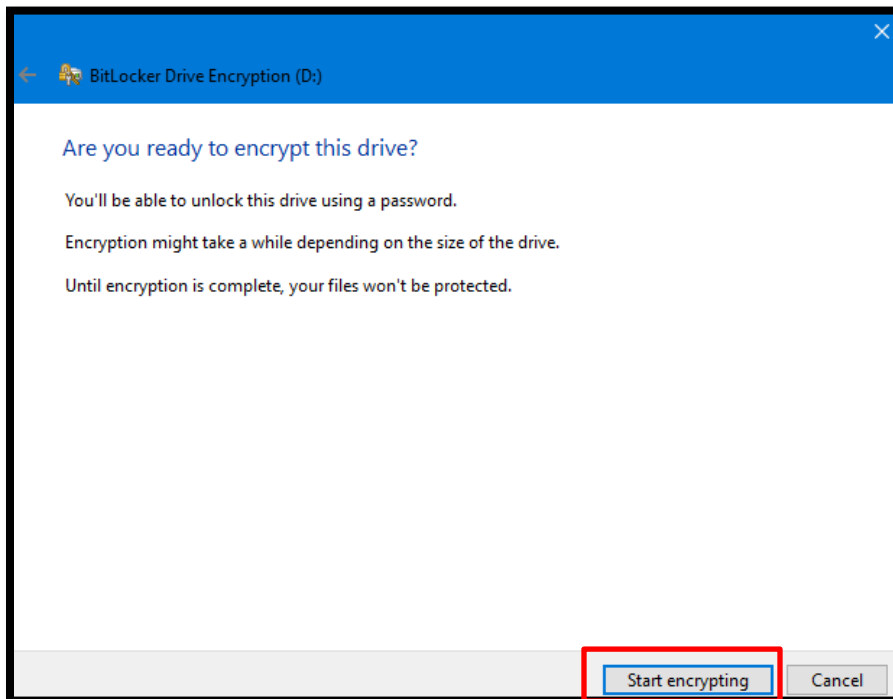


4. Check this box: **'Encrypt used disk space only (faster and best for new PCs and drives).'**

a) Click **'Next.'**



5. Click **'Start encrypting.'**

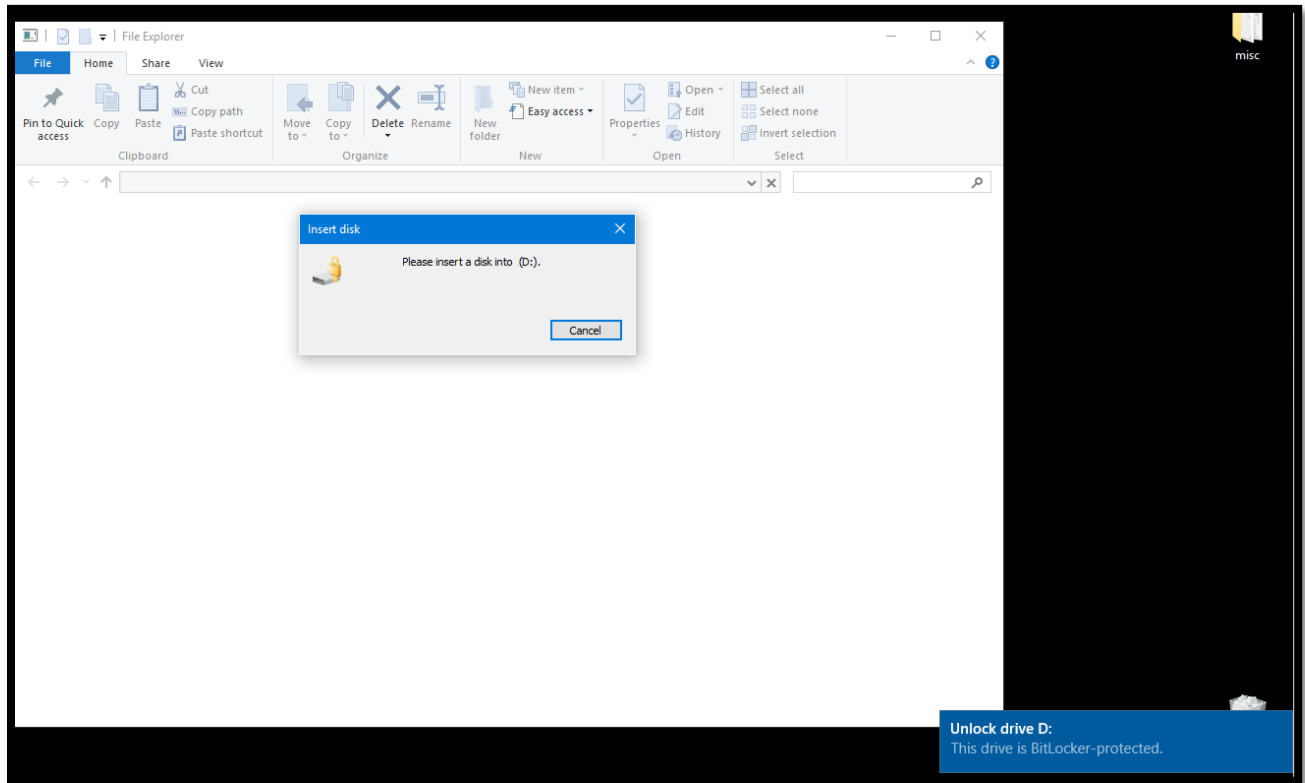


a) The below dialog box will appear indicating the 'Completed' status.

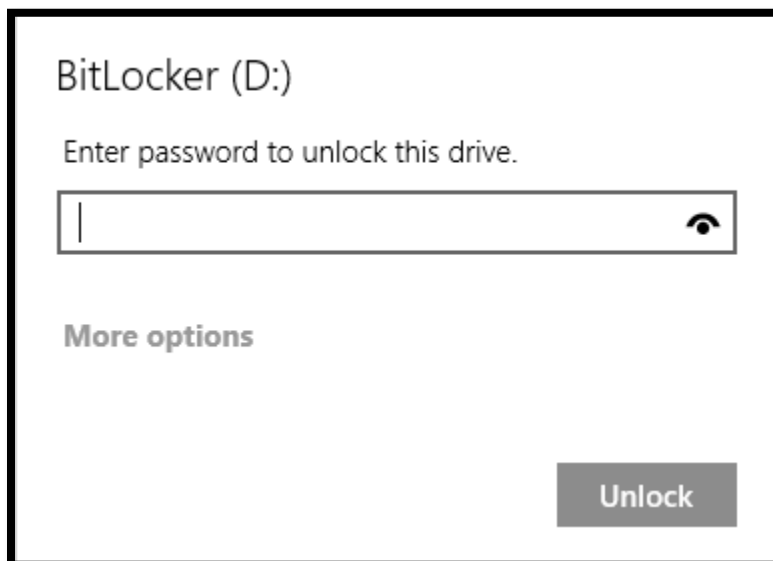


Future Use:

1. Insert the electronic media device into your computer hard drive. Depending upon the configuration of your computer, the following dialog box may or may not appear.



2. Enter the password you created in **Step 3a**.



If you encounter any problems or forget your encryption password call the OIT Helpdesk at (504) 671-5500.

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