Oldham College

Bitlocker User FAQ

Secure your USB drives with BitLocker for Windows 10

*Microsoft introduced a security feature called **BitLocke**r, a data encryption scheme designed to protect sensitive data from being accessed on lost or stolen computers and pen drives*.

*With the huge increase in the use of very small, large capacity, USB drives, the potential for sensitive data to be lost or stolen has really become more of a problem because it is much easier to lose or steal a device no bigger than a package of chewing gum. To protect sensitive data stored on USB drives, Microsoft Windows 10 features the encryption scheme called **BitLocker**.*

How it works

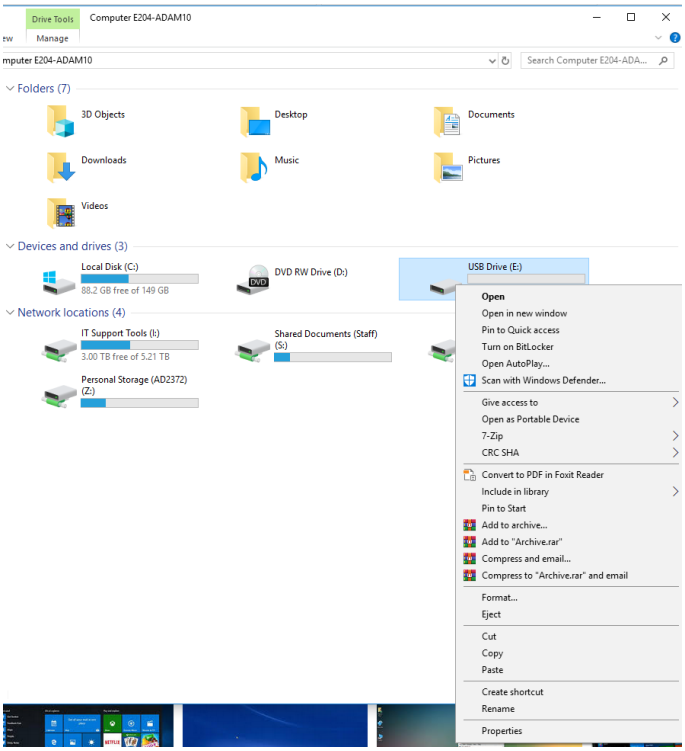
*Basically, **BitLocker** allows you to encrypt a USB drive and restrict access with a password. Without the password, the USB drive is worthless. When you connect the USB drive to a Windows 10 computer, you are prompted for the password and upon entering it you can read and write to the drive as you normally would.*

*The college will implement this before **May25th 2018.** All college laptops and tablets need this implementing. **BitLocker** can be used by both home and business users. The college will impose a security policy that makes staff use **Bitlocker** on all removable storage devices.*

Setting up a USB drive

*Setting up **BitLocker** on a USB drive is a simple procedure. Once you insert a USB drive, right-click on it and select the Turn on **BitLocker** command from the menu, as shown in* **Figure A**.

Figure A



When you right-click on a USB drive in Windows 10, you'll see the Turn on BitLocker command.

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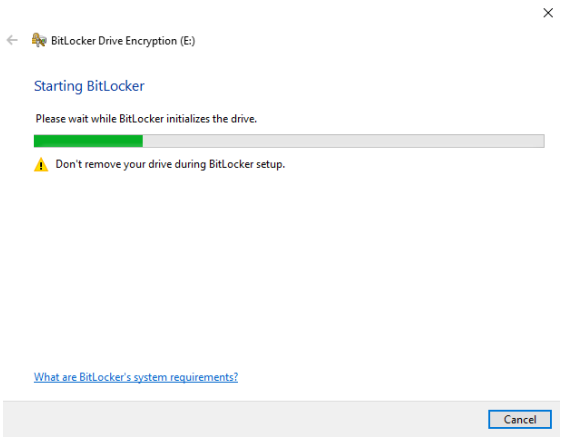
As soon as you do, BitLocker will begin initializing your USB drive, as shown in Figure B. The process is nondestructive, so you don't have to worry about any data that is already on the drive.

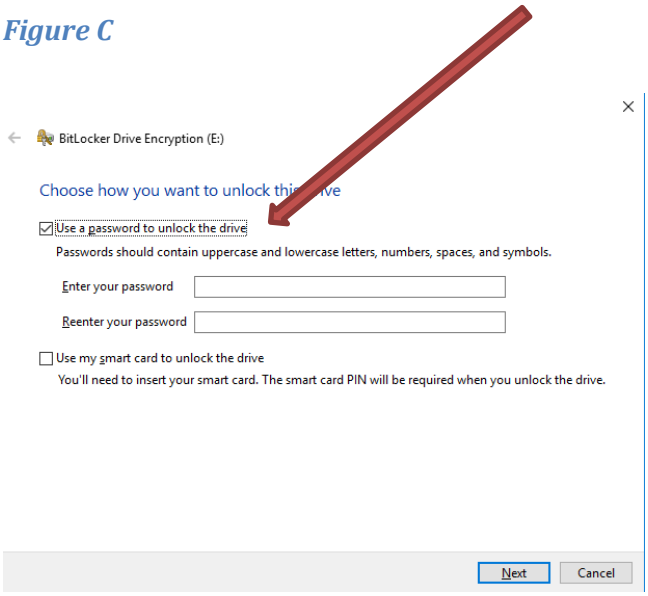
Figure B



*When **BitLocker** initializes your USB drive, you don't have to worry about any data that is already on the drive.*

*Once the initialization process is complete, **BitLocker** will prompt you to set up a password that you will use to unlock the drive, as shown in **Figure C**.*

Figure C



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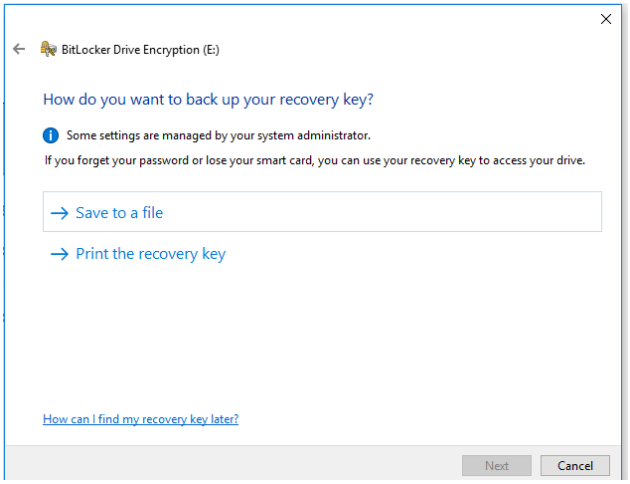
You can use a password to unlock a BitLocker protected drive.

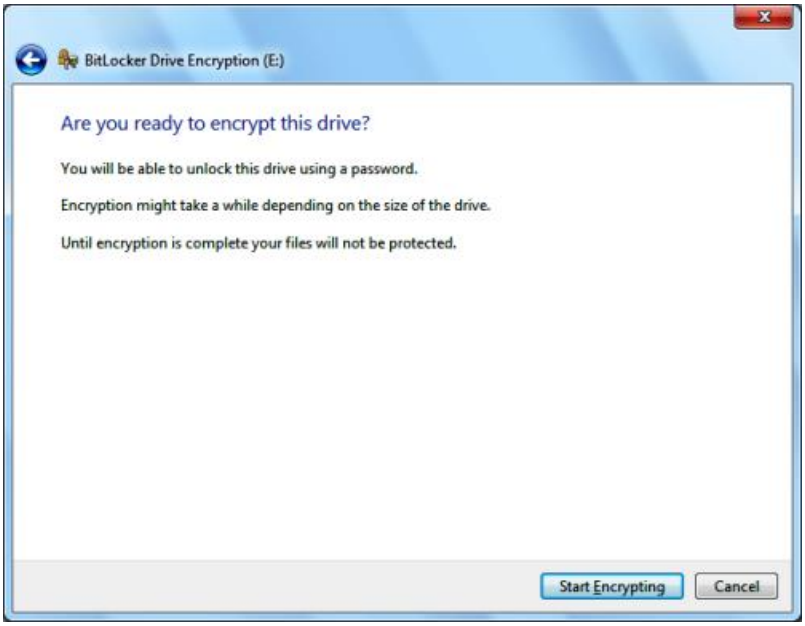
After you set up a password or use a smart card, BitLocker will prompt you to store a recovery key, as shown in Figure D*. You can use the recovery key to unlock your drive in the event that you forget the password or lose your smart card.*

Figure D



To ensure that you don't lock yourself out of your drive, BitLocker will create a recovery key.
When you create the password and save your recovery key, you'll be prompted to begin the encryption process, as shown in **Figure E**.

Figure E



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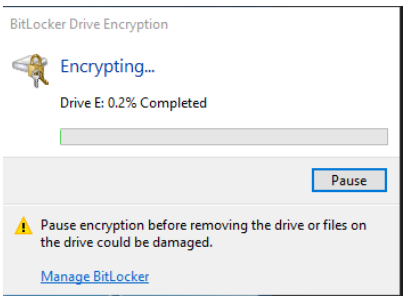
You'll be prompted to begin the encryption process once you save the recovery key.
During the encryption process, you'll see a standard progress monitor that will keep you apprised of the operation, as shown in **Figure F**. *The amount of time that it will take to complete the process will depend on how large the drive is. As you can see, there is a Pause button that will allow you to temporarily halt the process should you need to perform another task.*

Figure F



A Progress monitor will keep you updated on the encryption process.
Of course, once the encryption is complete, BitLocker displays a confirmation dialog box and changes the icon associated with the encrypted drive, as shown in **Figure G**.

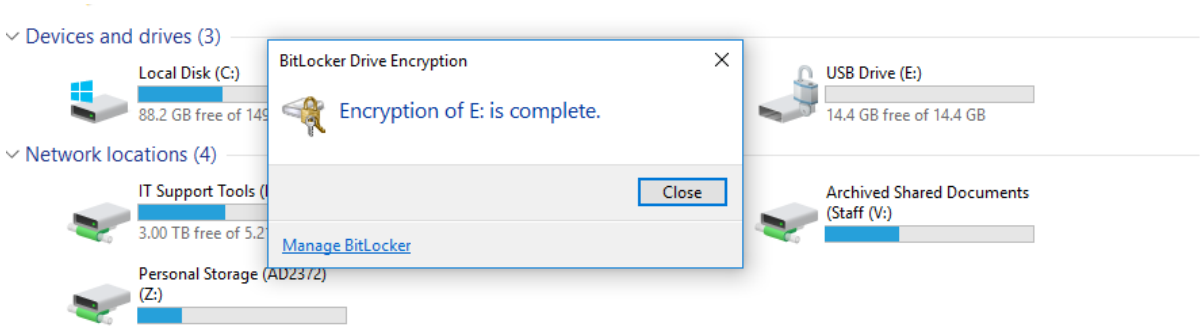


Figure G

When the encryption is complete, you'll notice that the drive icon shows a lock on the drive.

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Using a BitLocker encrypted drive in Windows

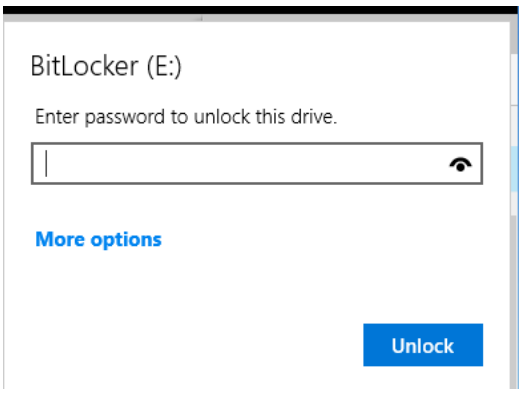
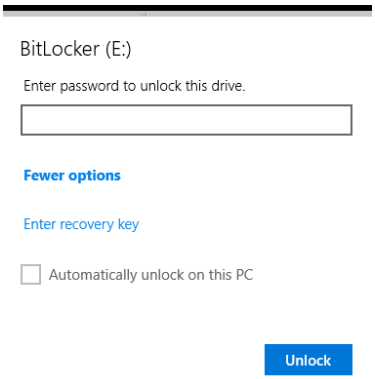


Figure H

When you later insert the BitLocker encrypted drive in the Windows system, you will immediately be prompted to enter the password, as shown in **Figure H**. *If you wish, you can select the Show Password Characters as I Type Them check box, so that you can see the letters; otherwise, you'll see asterisks. After you type the password, you can select the Automatically Unlock on This Computer from Now On check box to store the password in Windows password cache.*


BitLocker (E:)
Enter password to unlock this drive.
Fewer options
Enter recovery key
Automatically unlock on this PC
Unlock

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