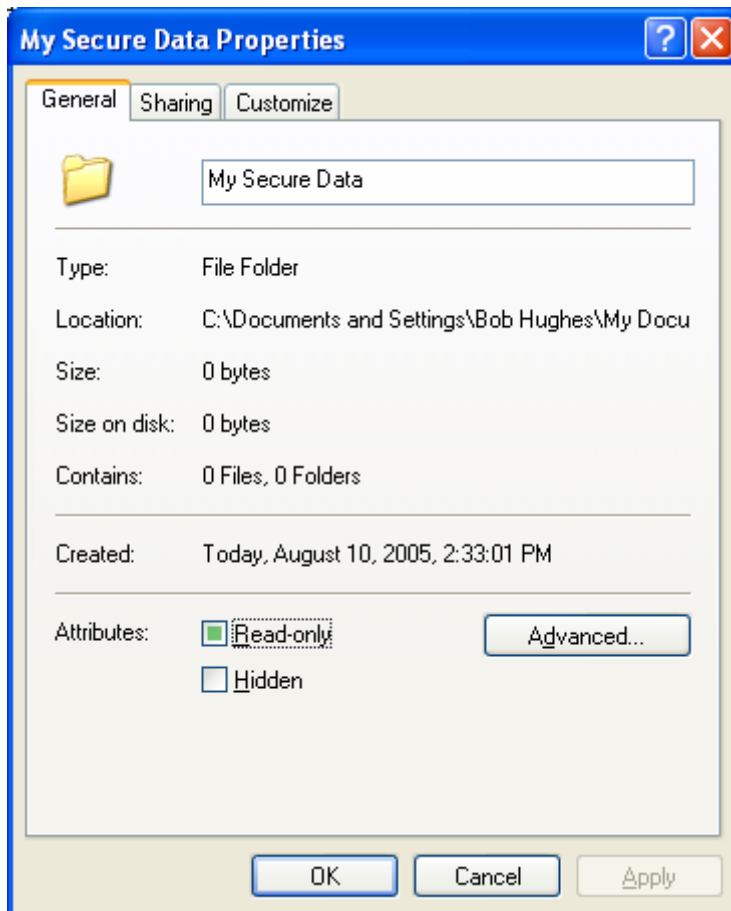


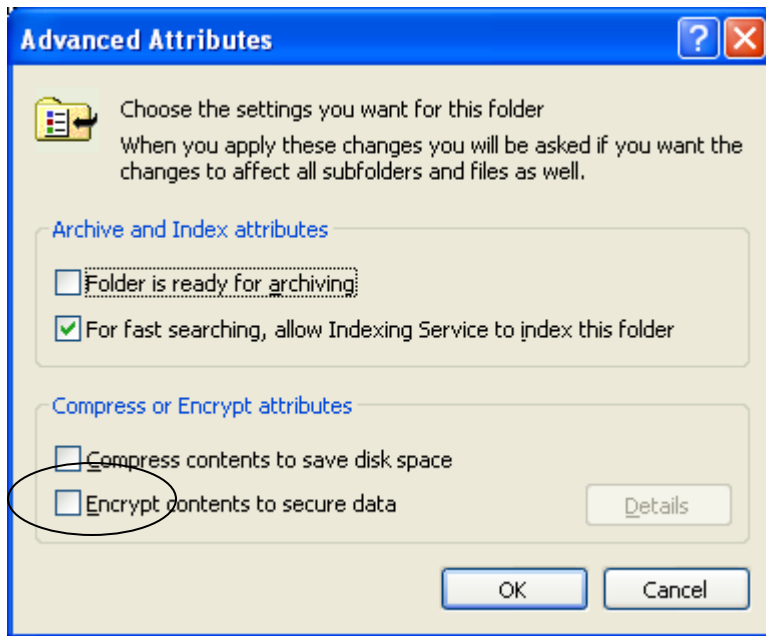
Creating an Encrypted folder

It is necessary to encrypt any folder that contains sensitive information, such as downloads of student or employee data from Banner. This adds another layer of protection should someone gain unauthorized access to your system. If you are using Windows XP, you can easily create a folder whose contents are always encrypted.

1. Create a new folder (File>New>Folder) or (Right-Click>New>Folder)
2. Give the folder a unique name
3. Right-Click the folder and click 'Properties...'



4. Click 'Advanced...'



5. Check 'Encrypt Contents to secure data', then click 'OK'.
6. Click 'OK' again.

Files that are created or moved into this folder will now automatically be encrypted. Files that are moved out of this folder will be moved out in an encrypted state. Encrypted files can easily be identified in Windows XP as their file names will appear in a different color (usually green instead of black).