

How to Encrypt a File or Folder in Windows

Data Security Series stop 1

Most versions of Windows include a feature called EFS – Encrypting File System. It is an internal method to encrypt your files and folders protecting them from unwanted access.

The files are easily available to you, but if your computer is stolen or someone with another account tries to open them they will not be able to do so.

It is a simple thing to do. Here's a link to a short video from Microsoft using Windows 7. If you have Windows XP or Vista the process is the same.

<http://windows.microsoft.com/en-US/windows7/Encrypt-or-decrypt-a-folder-or-file>

Here's is a step by step you can share with others in your office:

1. Open Windows Explorer (My Computer in XP or Computer in Windows 7 or Vista)
2. Locate the file or folder you want to protect, right-click the file or folder, and then click Properties.
3. On the General tab, click Advanced.
4. Under Compress or Encrypt attributes, select the Encrypt contents to secure data check box
5. Click OK
6. If the file is located in an unencrypted folder, you receive an Encryption Warning dialog box. Use one of the following steps:

If you want to encrypt only the file, click Encrypt the file only, and then click OK.

If you want to encrypt the file and the folder in which it is located, click Encrypt the file and the parent folder, and then click OK.

We recommend you organize your files into folders and encrypt the folder and all its contents.