Scenario:

I share a computer with other users at work. I want to secure the contents of the Finances folder so that unauthorized users cannot view its contents.

In this lab, my task is to:

* Encrypt the **D:​\​Finances** folder and all its contents.
* Give John file access to the encrypted **D:​\​Finances​\​2022report.xls** file by adding the encryption certificate.

First, I’ll need to find the **D:​\​Finances** folder, right-click and go to **Properties**. On the **General** tab, click on **Advanced…** and encrypt the folder and all its contents.

Screens screenshot of a computer screen

AI-generated content may be incorrect.

A screenshot of a computer

AI-generated content may be incorrect.

*Figures 1&2: Find and Encrypt Folder*

Then, I’ll give access permission to John by opening the **Properties** of the 22report file, clicking on **Advanced…** on the **General** tab, going to **details** and adding in the Users who’re allowed to access it.

A screenshot of a computer

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*Figure 3: Advanced on Properties tab*

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*Figure 4: Details in Advanced Attributes*

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*Figure 5: Giving John access permission*