

### 5.3.1



A screenshot of a Windows Explorer window showing a list of folders. The first folder is 'lab1' with a date modified of '1/28/2015 6:56 PM' and is a 'File folder'. The second folder is 'lab1 - Backup' with a date modified of '3/7/2015 3:56 PM' and is also a 'File folder'.

lab1	1/28/2015 6:56 PM	File folder
lab1 - Backup	3/7/2015 3:56 PM	File folder

### 5.3.2

To create a backup I simply copied the folder I wished to backup.

Right clicked and selected properties.

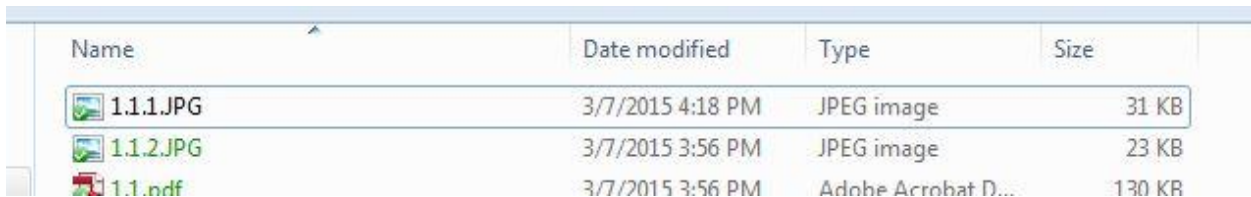
Advanced.

Checked "Encrypt contents to secure data".

Ok, then Apply.

Then you can select "Apply changes to this folder only" or "Apply changes to this folder, subfolders and files". In almost every circumstance I would recommend choosing the second option.

### 5.3.3



A screenshot of a Windows Explorer window showing a list of files. The first file is '1.1.1.JPG' with a date modified of '3/7/2015 4:18 PM', type 'JPEG image', and size '31 KB'. The second file is '1.1.2.JPG' with a date modified of '3/7/2015 3:56 PM', type 'JPEG image', and size '23 KB'. The third file is '1.1.pdf' with a date modified of '3/7/2015 3:56 PM', type 'Adobe Acrobat D...', and size '130 KB'.

Name	Date modified	Type	Size
1.1.1.JPG	3/7/2015 4:18 PM	JPEG image	31 KB
1.1.2.JPG	3/7/2015 3:56 PM	JPEG image	23 KB
1.1.pdf	3/7/2015 3:56 PM	Adobe Acrobat D...	130 KB

### 5.3.4

Restoring is the opposite of encrypting. Select the file you wish to restore, right-click, properties, advanced, UNCHECK encrypt, ok, and apply.

### 5.3.5

If you have lost your password and encryption contact your System Administrator. S/he will have a copy of all employee info and will be able to provide you with the necessary information.