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OT How To Store Sensitive information document version 0.1a

Having a secure way of Storing Sensitive OT information is really important if you want to stay ahead of the game. Also if you are storing sensitive information on network shares or USB jump drives(external drives)

If such secure file storage systems are not available to you for whatever reason, then what do you do? The quick and easy answer. Use Encryption Software!:)

What do you need:

**Encryption** software

(like veracrypt https://www.veracrypt.fr/en/Home.html)

password manager

(like keepass https://keepass.info/index.html)

# Start by creating a strong Password

the password can be easily generated(and stored) in the password manager(e.g. keepass) make sure it is really long and complex.

### Then create the Veracypt encrypted volume

when creating the volume make sure to set a password(the one you just created in the password manager) and select AES-256 (should be the default value) make the volume big enough for the files you intend to keep there. Also the encrypted volume(which is basically

just a file) can safely be stored on network shares as well as USB jump drives and on your local drive.

#### using the Veracrypt volume

the veracrypt volume acts as a virtual Drive.

Start by mounting the virtual drive volume in the veracrypt GUI it will ask for the password, copy the strong password you stored in the password manager and paste it into the veracypt password requestor

prior to first use You will need to format the veracrypt volume, before you will be able to store files on it. (Just use the Operating System's Format utility)

#### Storing files on the encrypted volume

once mounted the encrypted volume acts like a normal drive on your computer, you can copy files to and from, create new files and so on.

## Unmounting the encrypted volume

When you are done manipulating files, you can easily unmount the volume in the Veracrypt GUI. Just make sure to have all open files closed before you try unmounting the volume.