

Lab Report

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**Your Performance**

Your Score: 2 of 2 (100%)

Elapsed Time: 1 minute 33 seconds

Pass Status: Pass

Required Score: 100%

**Task Summary**

Actions you were required to perform:

- ✓ Encrypt the D:\Finances folder and its contents
- ✓ Add Emily as an authorized user for 2018report.xlsx

**Explanation**

In this lab, your task is to complete the following:

- Encrypt the **D:\Finances** folder and all of its contents.
- Add **Emily** as an authorized user for the D:\Finances\2018report.xlsx file.

Complete this lab as follows:

1. Encrypt a folder as follows:
  - a. From the taskbar, open **File Explorer**.
  - b. Expand **This PC**.
  - c. Select **Data (D:)**.
  - d. Right-click **Finances** and select **Properties**.
  - e. Select **Advanced**.
  - f. Select **Encrypt contents to secure data**; then click **OK**.
  - g. Click **OK** to close the Finances Properties window.
  - h. Make sure **Apply changes to this folder, subfolder and files** is selected; then click **OK**.  
Notice the lock that appears over the Finances folder.
2. Authorize users for a file as follows:
  - a. Double-click **Finances**.
  - b. Right-click **2018report.xlsx** and select **Properties**.
  - c. Select **Advanced**.
  - d. Select **Details**.
  - e. Select **Add**.
  - f. Select **Emily**; then click **OK**.
  - g. Click **OK**.
  - h. Select **OK** to close the Advanced Attributes dialog.
  - i. Click **OK** to close the 2018report.xlsx Properties window.