Lab Report

Your Performance

Your Score: 0 of 2 (0%)   Pass Status: Not Passed
Elapsed Time: 1 minute 20 seconds   Required Score: 100%

Task Summary

❌ Encrypt the D:\Finances folder and its contents

❌ Add Susan as an authorized user of the 2017report.xls

Explanation

In this lab, you perform the following tasks:

- Encrypt the **D:\Finances** folder and all of its contents.
- Add **Susan** as an authorized user for the **D:\Finances\2017report.xls** file.

Complete this lab as follows:

1. From the taskbar, select **File Explorer**.
2. Select the **D:** volume.
3. Right-click the **Finances** folder and select **Properties**.
4. On the General tab, select **Advanced**.
5. Select **Encrypt contents to secure data**.
6. Click **OK**.
7. Click **OK**.
8. Make sure **Apply changes to this folder, subfolder and files** is selected; then click **OK**.
9. Double-click the **Finances** folder to authorize additional users for a file.
10. Right-click the *file* and select **Properties**.
11. On the General tab, select **Advanced**.
12. Select **Details**.
13. Select **Add**.
14. Select the *user* and click **OK**.
15. Click **OK**.
16. Click **OK** to close the Advanced Attributes dialog.