Encrypting a folder

**1.** To create a new user, right-click Start ➢ Computer Management. Under System Tools, expand Local Users And Groups and right-click the Users folder. Choose New User.

**2.** Create a new user named **Paige** and make her password **P@ssw0rd** . Deselect the

User Must Change Password At Next Logon option for this user. Click Create.

**3.** Close Computer Management.

**4.** Select the File Explorer icon on the Taskbar.

**5.** In Windows Explorer, find and select a folder on the C: drive. The folder you select

should contain fi les. Right-click the folder and select Properties.

**6.** On the General tab of the folder’s Properties dialog box, click the Advanced button.

**7.** In the Advanced Attributes dialog box, check the Encrypt Contents To Secure Data

option. Then click OK.

**8.** In the Confirm Attribute Changes dialog box (if this dialog box does not appear, click

the Apply button in the Properties dialog box to display it), select Apply Changes To

This Folder, Subfolders And Files. Then click OK.

**9.** Log off as Administrator and log on as Paige.

**10.** Open Windows Explorer and attempt to access one of the files in the folder you

encrypted. You should receive an error message stating that the file is not accessible.

**11.** Log off as Paige and log on as Administrator.