Start BitLocker Drive Encryption

Press the Windows key located between the Ctrl & Alt keys at the bottom left hand corner of your keyboard.



In the **Search** bar will be displayed:

Shut Down	•	
Search	م	

Enter manage bitlocker into the search bar

Shut Down	•
manage bitlocker	×

From the search results

Select the option:

 Manage BitLocker The screen below will be displayed, select "**Turn BitLocker On**" to start the encryption process.

BitLocker Drive Encryption

Help protect your files and folders from unauthorised access by protecting your drives with BitLocker.

Operating system drive

C: BitLocker off



😽 Turn BitLocker on

NOTE: The image shows a single drive - C. If your computer has multiple drives e.g. D you need to encrypt all other drives as well.

On the Set BitLocker startup preferences page, click Use BitLocker without additional keys.



Set BitLocker startup preferences

You can require a personal identification number (PIN) or a startup key on a USB flash drive be used every time you start the computer.

Use BitLocker without additional keys

- Require a PIN at every startup
- Require a Startup key at every startup

What is a BitLocker Drive Encryption startup key or PIN?

Cancel

On the **How do you want to store your recovery key?** page, click the option:

• Save the recovery key to a USB flash drivefile.

BitLocker Drive Encryption (C:)	
How do you want to store your rec A recovery key is different from your PIN or S problem with your computer prevents you fre	covery key? Startup key. It is used to access your files and folders if a om doing so.
Save the recovery key to a US	B flash drive
Save the recovery key to a file	•
Print the recovery key	
Your recovery key has been saved.	
What is a recovery key?	
	Next Cancel

Click Next.

On the Encrypt the drive page, do NOT select the Run BitLocker System check box, and then click Continue.

Check that you have closed and saved any files that you have open. (In the next step, you may be asked to restart the computer.)

Click Continue.

Notes

- BitLocker will encrypt your hard-disk drive in approximately one to three hours, depending on its size, but may take up to 24 hours.
- If you so wish you can continue to use your computer during the encryption process.
- Once encryption has completed create a **New Call** in <u>SiteHelpDesk</u>. In the Summary Field enter **BDE**, in the Description field enter the **Make**, **Model** and **Inventory Number** of the device you have encrypted. Also include your **Faculty/Directorate**, **Division** and **Department**.
- Separately email a copy of the Recovery Key to <u>b.mckinney@qub.ac.uk</u> quoting the SiteHelpDesk call reference number.