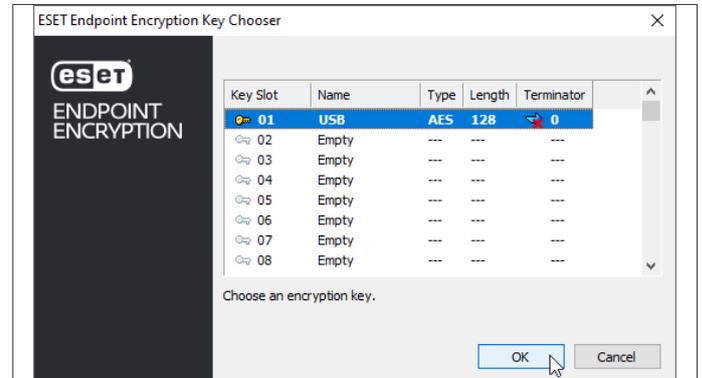


## Using the Encrypted USB Drive in Office

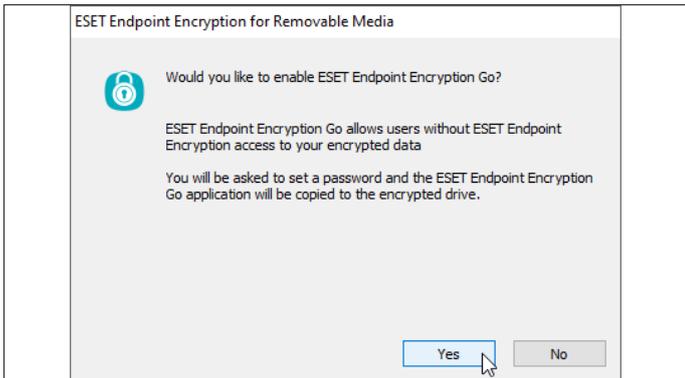
**REMINDER** Please always backup your data on the drive before performing encryption.



**1** You **must** encrypt your USB drive before you write a file on it on your office PC. To encrypt the USB drive, plug it into your office PC, click 'Yes' when your office PC prompted.

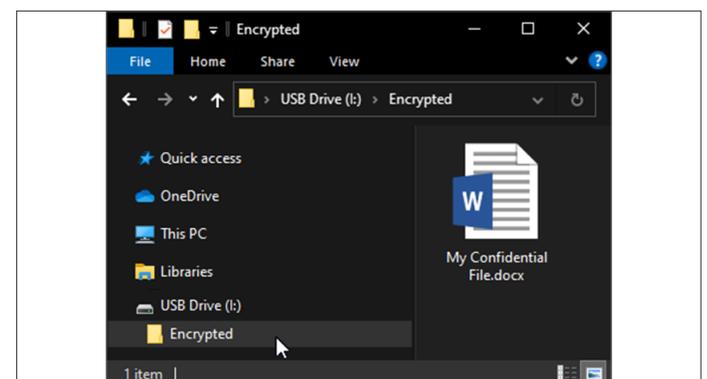
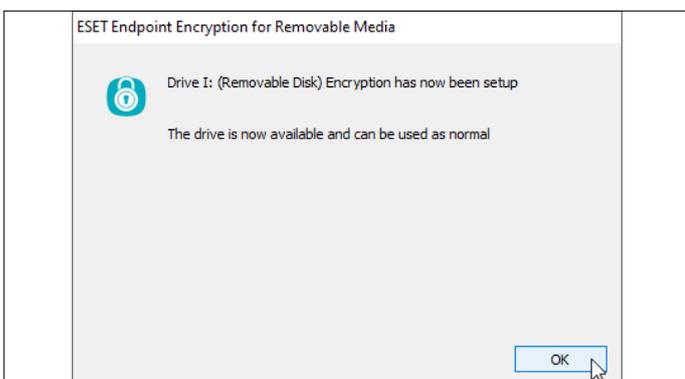
**2** Select the **Key Slot '01'** from the list. Click 'OK'.

**!** You will only able to read the file on the unencrypted USB drive on your office PC.



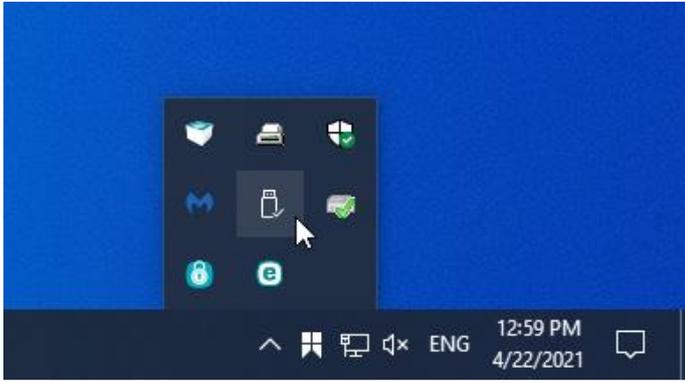
**3** Click 'Yes'.

**4** Set a **password** according to the password policy, i.e. Password length minimum is 8, must contain uppercase A-Z, lowercase a-z, numbers 0-9 and symbols. Click 'OK'.

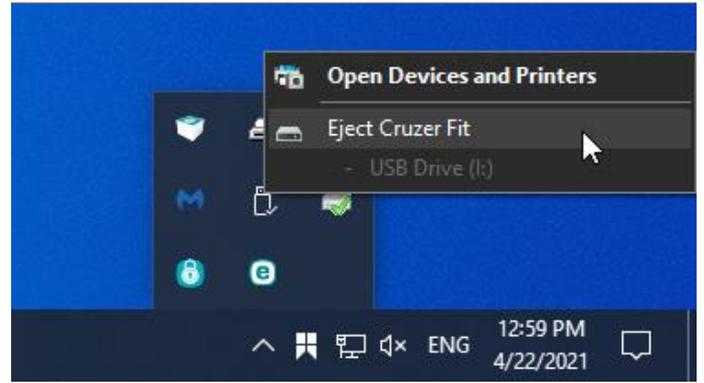


**5** Click 'OK'.

**6** A folder named 'Encrypted' will be created in the USB drive. All files you put in this folder will be encrypted automatically.



**7** To eject the USB drive.  
Click the '▲' icon on taskbar.  
Click the USB icon.



**8** Select the USB drive you wish to eject from the list.  
Click 'Eject ...'.  
Refer to <https://ito.hkbu.edu.hk/usbe/> for more details.

 Please do the step 7 and 8 every time when you need to eject the USB drive from the PC.