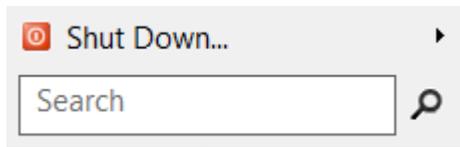


## Start BitLocker Drive Encryption

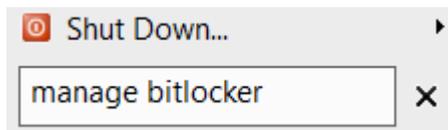
Press the Windows key located between the Ctrl & Alt keys at the bottom left hand corner of your keyboard.



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

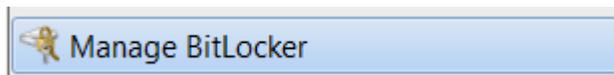


Enter **manage bitlocker** into the search bar



From the search results

Select the option:



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

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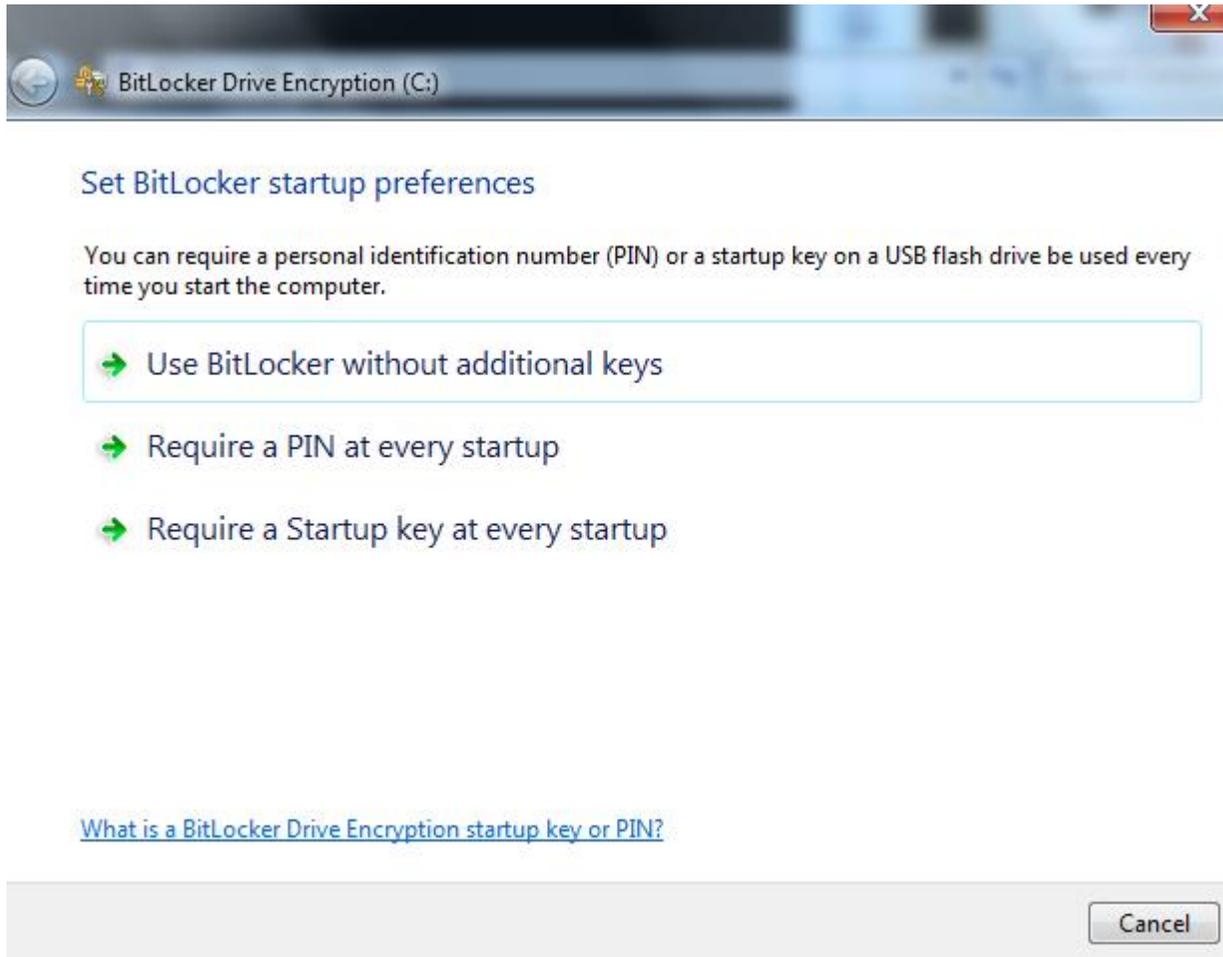
C: BitLocker off



 Turn BitLocker on

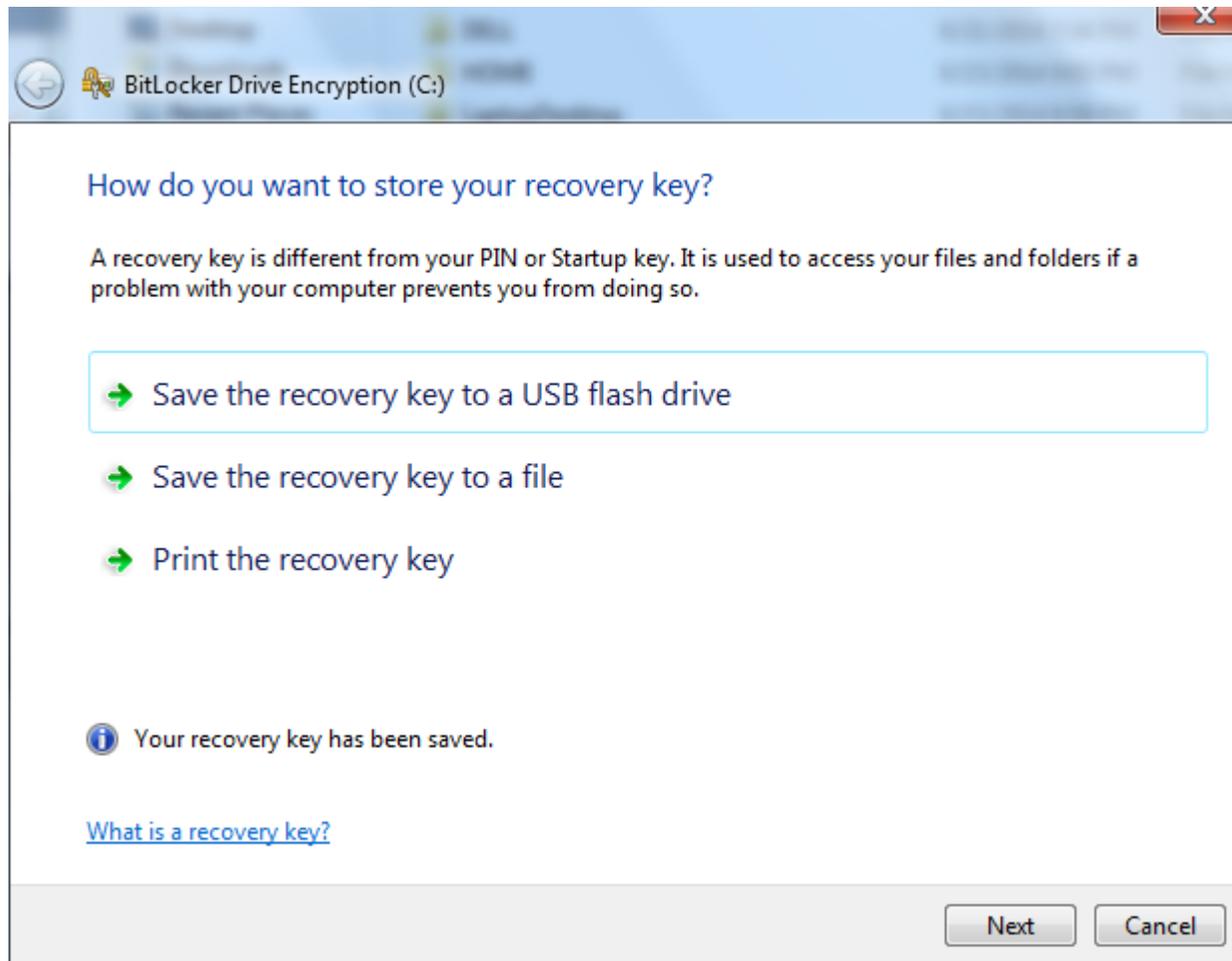
**NOTE:** The image shows a single drive - C. If your computer has multiple drives e.g. D you need to encrypt all other drives as well.

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



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

- **Save the recovery key to a USB flash drivefile.**



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 [SiteHelpDesk](#). 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 [b.mckinney@gub.ac.uk](mailto:b.mckinney@gub.ac.uk) quoting the SiteHelpDesk call reference number.