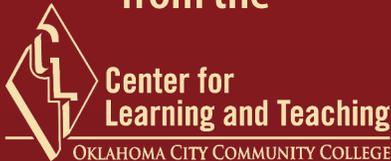


Two- Minute Tech Tips

from the



TOPIC: Encrypting Your Files

Why you should care:

You work with sensitive files, like students' grades, and these files should be protected to prevent unauthorized access. Encrypting your files is quick, easy, and free!

1

Go to www.aescrypt.com/download/. Select and download the appropriate "AES Crypt - GUI" file (Windows or Mac). Unzip, and then run the "AESCrypt" file to install. AES Crypt is free and open source.

2

To encrypt a file, right click on the file and select "AES Encrypt" (For Mac, drag file to lock-shaped icon on the Dock). Enter and confirm password. A new, encrypted copy of the file with an .aes file extension is created. This file can now be shared (via email) or transported (via laptop or flash drive) securely.

3

To decrypt a file, double-click on the file. Enter the password. A decrypted copy of the file will be created. That's it!

Detailed user guide with screenshots:

www.aescrypt.com/documentation/AES_Crypt_User_Guide.pdf

Questions?: Contact the CLT at 682-7838