

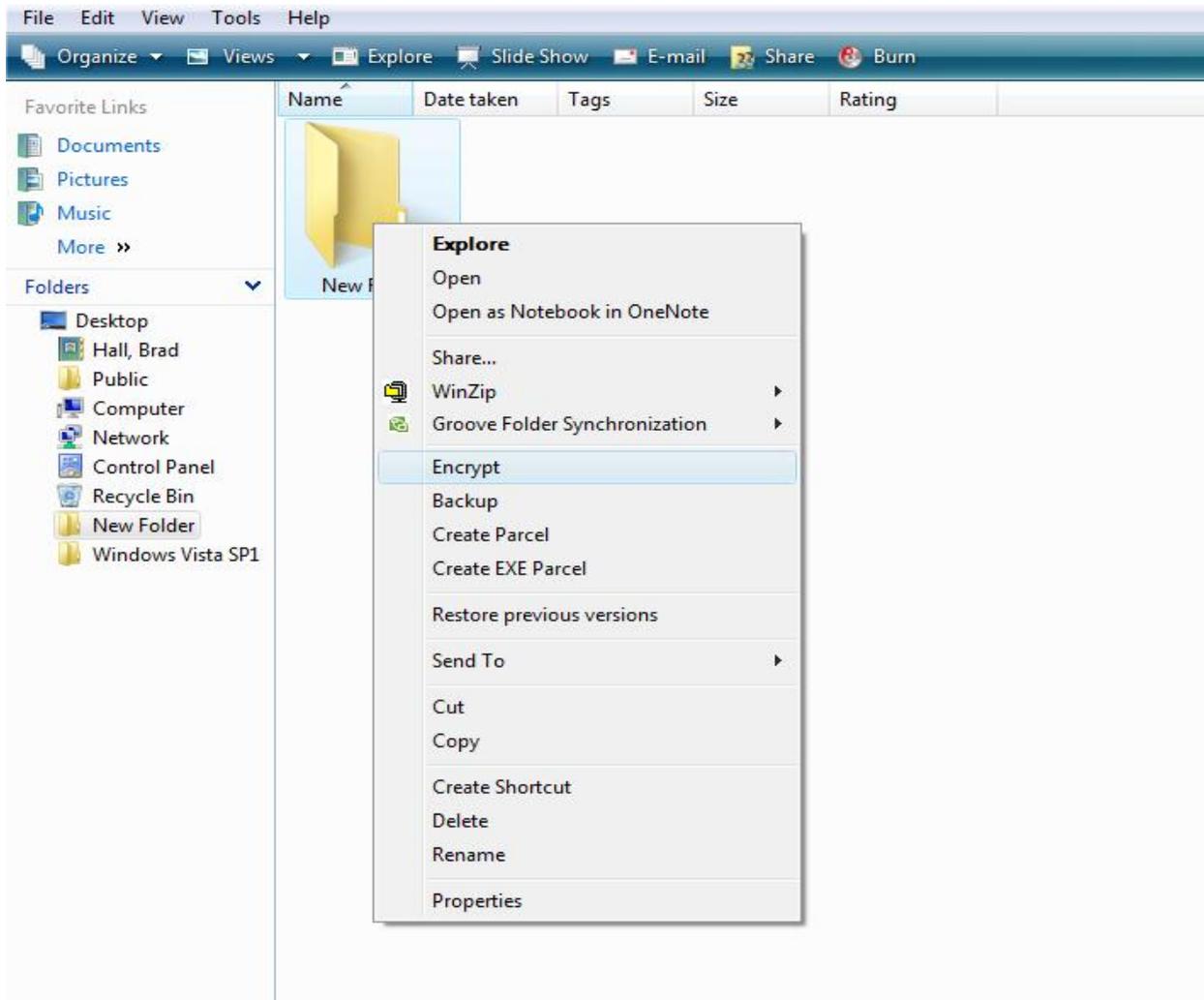


Information Technology Services

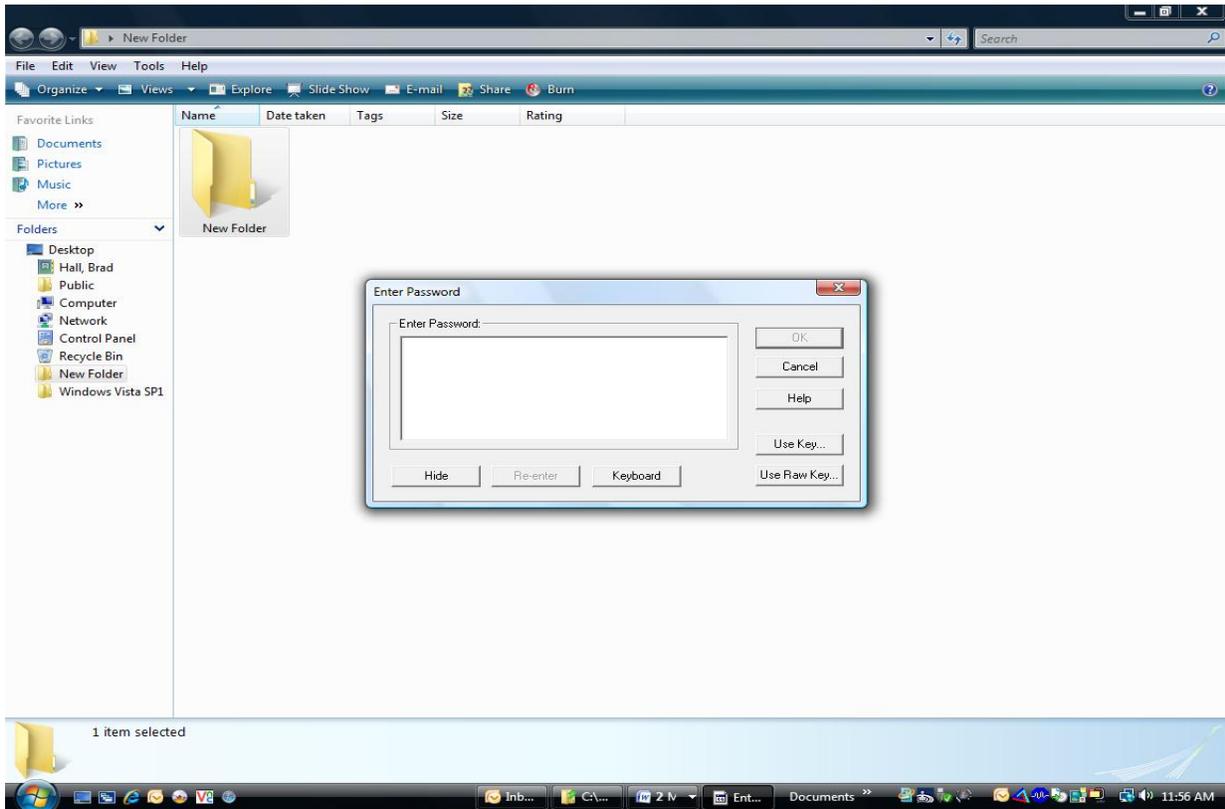
Document Encryption

Purpose: This document outlines how to use Kryptel software to protect sensitive files stored on computers or removable media. Protection of sensitive data is everyone's responsibility.

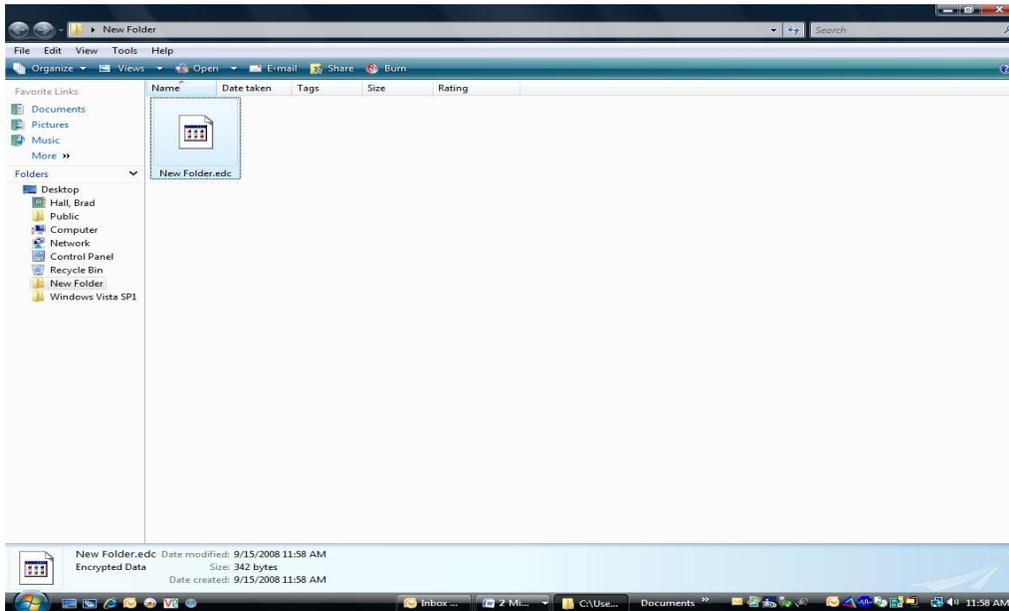
1. A copy of Kryptel software is installed on every faculty and staff computer as well as every campus laptop.
2. To encrypt a file or folder: Right click on the file or folder and select encrypt.



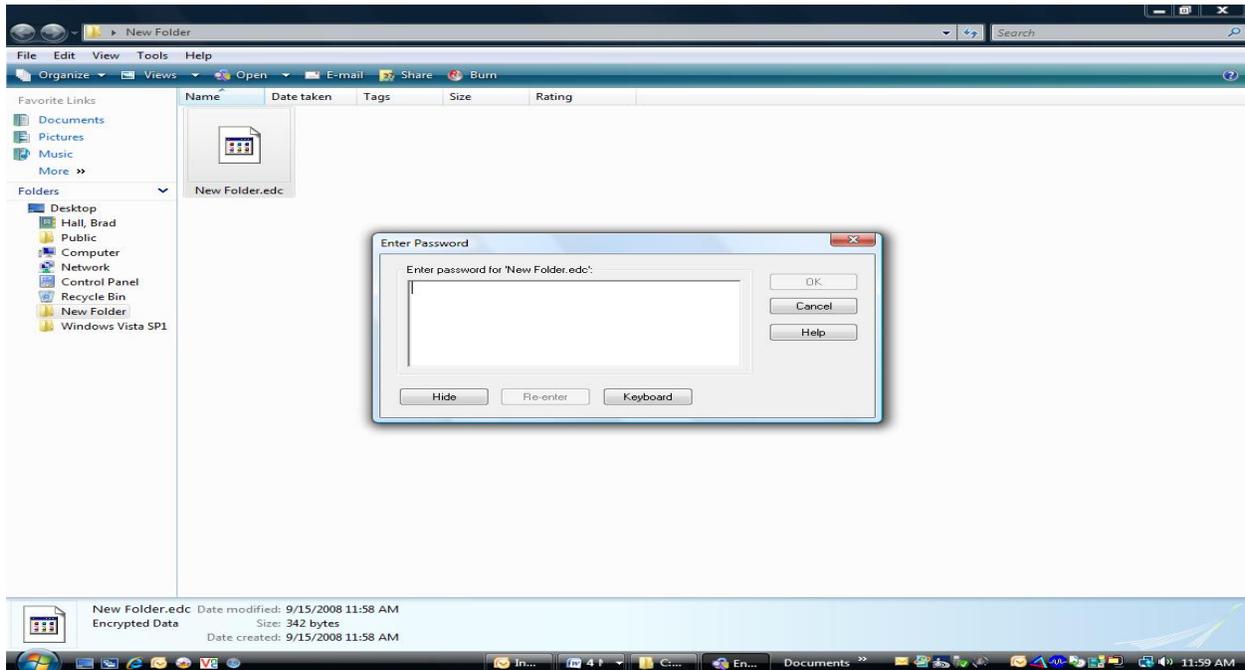
3. Kryptel will prompt you for a password: Select a password for your encrypted folder and press OK.



4. The encrypted file or folder now has the *.edc file extension and is encrypted.

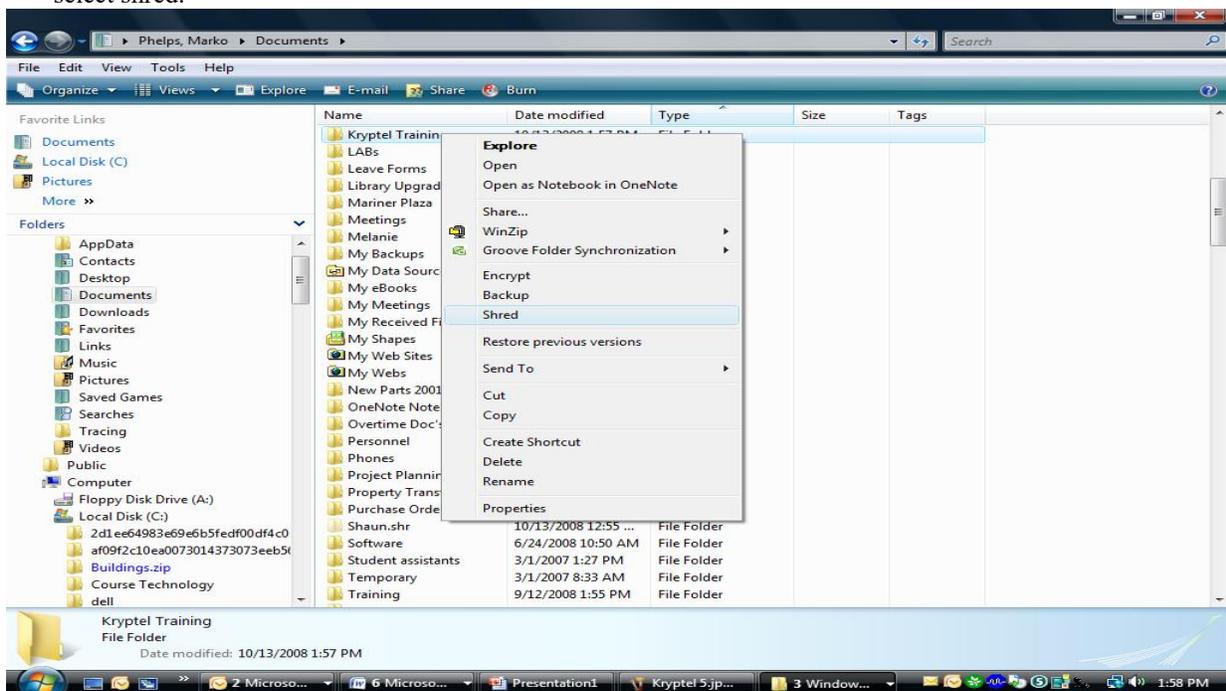


- When the file or folder is opened, it will prompt you for your password. It will do this anytime you open the file.

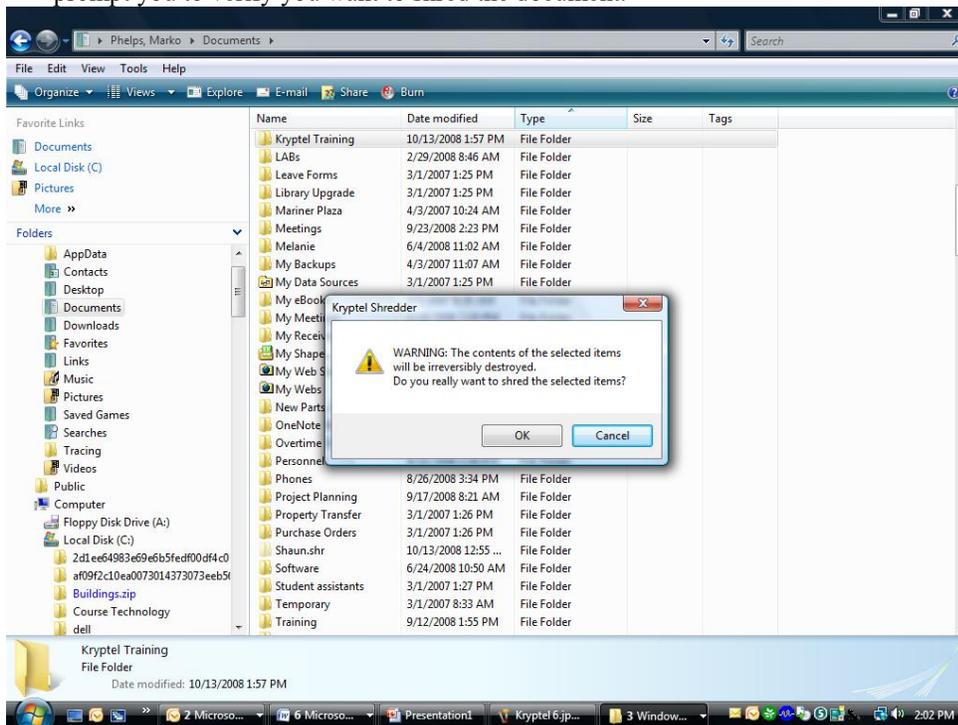


- Once your password is entered, you will then have access to your encrypted file. NOTE: Drag and drop is supported with Kryptel. Anything copied or moved to the encrypted folder is encrypted.

- You may also “Shred” documents and folders. To shred a document: Right click on the document/folder and select shred.



8. Shredding permanently destroys the document making recovery impossible. For this reason Kryptel will prompt you to verify you want to shred the document.



NOTE:

Do not forget the password on the encrypted file. ITS has no way of recovering the information in an encrypted file and cannot break or reset Kryptel passwords.