

## McAfee Endpoint Encryption Files & Folders – How To Instructions

### Overview:

McAfee Endpoint Encryption for Files and Folders is used to easily and quickly encrypt files that may contain sensitive and/or Personally Identifiable Information (PII) data that is being copied to external media (USB, CD, External hard drive), emailed to another organization or stored on the users machine locally or in a shared or home folder.

### Process:

To log into the application, you use your same Active Directory credentials used to log in to your machine.



The image shows a screenshot of the McAfee Endpoint Encryption Logon dialog box. The window title is "McAfee Endpoint Encryption". The main area has a red header with the text "McAfee® Endpoint Encryption Logon" and the McAfee logo. Below the header, there is a copyright notice: "© 2008 McAfee, Inc. All rights reserved.". The main body of the dialog is light gray and contains the following elements: a vertical line separator, a "User name:" label followed by a text input field, a "Password:" label followed by a text input field, a checkbox labeled "Change password", and two buttons at the bottom: "OK" and "Cancel".

There are five options that can be selected from the menu



Each of the options and the potential use cases for each option are discussed below.

## Encrypt

It is best to use this option **for the files that will continue to be used on your local machine.**

You right click on the file you wish to encrypt and select Encrypt



It will provide you with your encrypt key, then press ok.



You will see that the file is encrypted because it will have a lock on the icon.



To unlock the file Select Decrypt and the file will unlock.



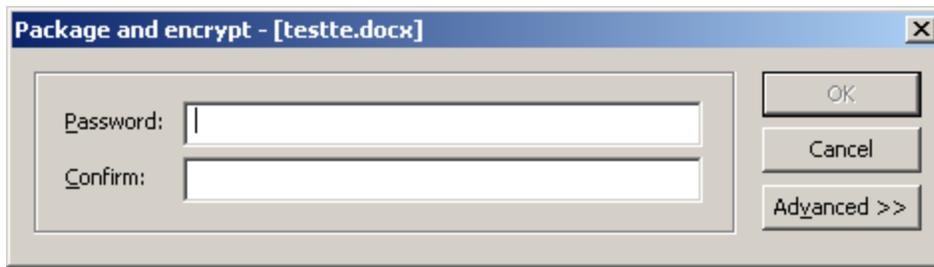
## Create Self-Extractor

When you select this option a .EXE file is created . This option is used to export a file to CD, USB or External drive.

.EXE is the common file name extension denoting an executable file (a program) which will be blocked if sent as email to help prevent viruses and other malicious software. This type of file can be opened on other machines.



You will be prompted to create a password with at least 12 Characters and Numbers to encrypt the file.



You will receive this error message if your created password does not meet the complexity requirements.



After the file is encrypted, you can upload the file to a thumb drive or external media. Use the same password to decrypt. You cannot use this file to send through your email system due to the .exe format.

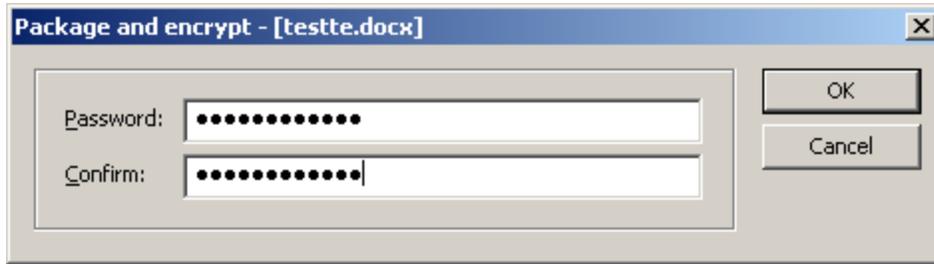
## Self-Extractor to email with Lotus Notes (.CAB)\*

Select Attach as Self-Extractor to email. This option should **be used to send an encrypted file via email to another user.**

CAB is a computer file extension (suffix) representing the Microsoft Windows Compressed Archive Format. It is used for compression and digital signing by a variety of Microsoft installation programs.

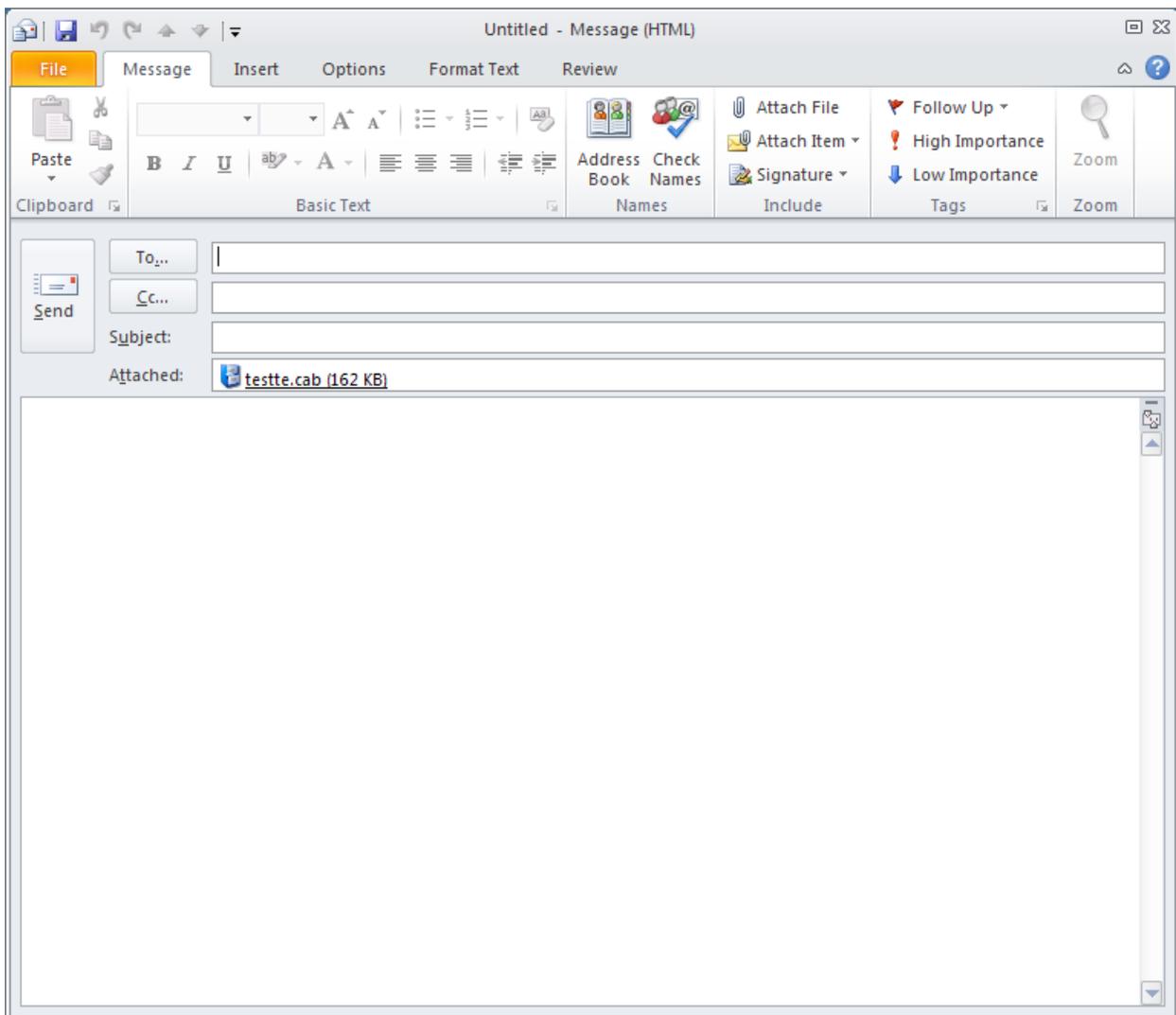


Create a password with at least 12 Characters and Numbers to encrypt the file

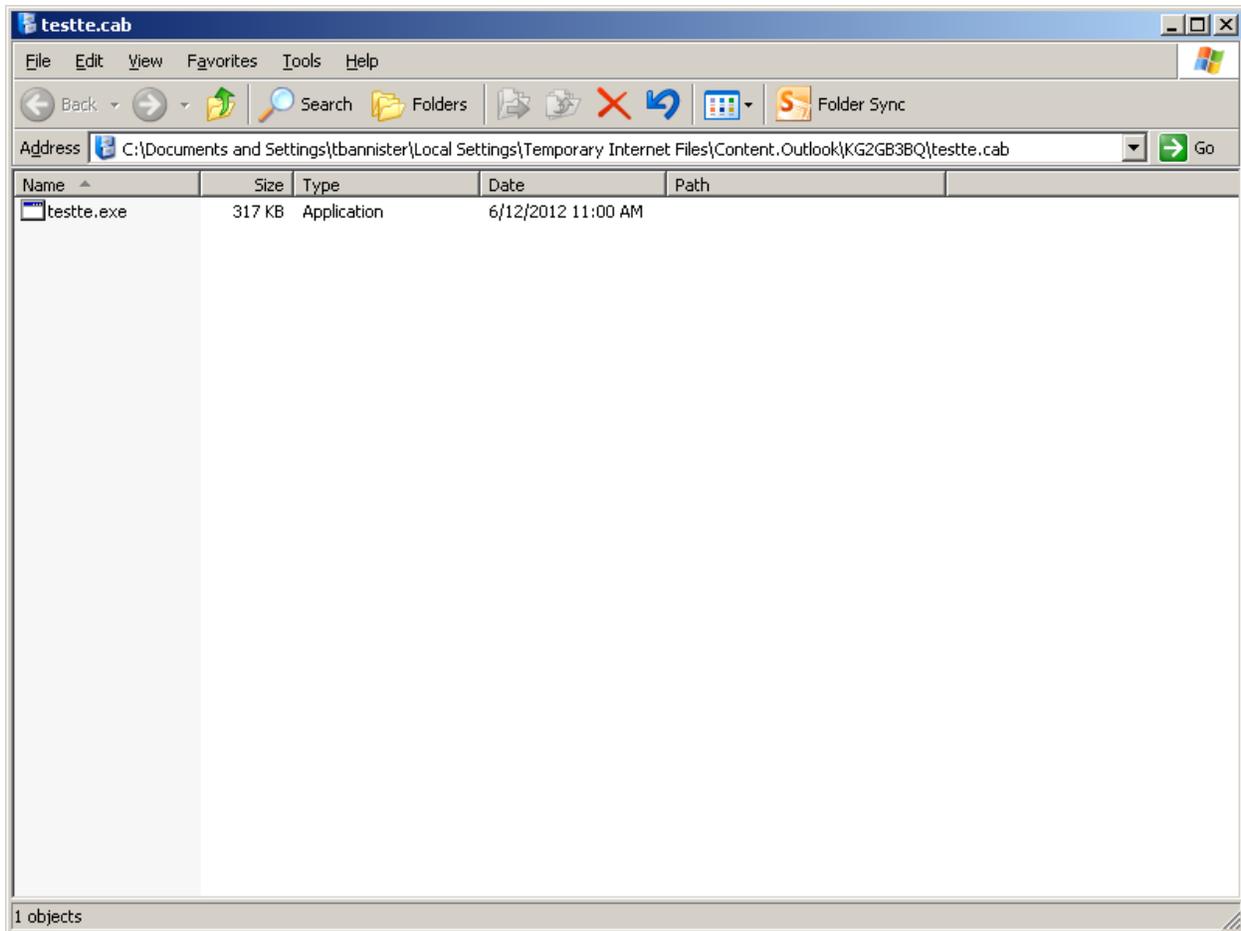


Your email application will launch automatically with the attached .CAB encrypted file.

NOTE: Please DO NOT provide the password in the same email message with the encrypted file. Please contact the recipient separately via phone or separate email to inform them of the password.



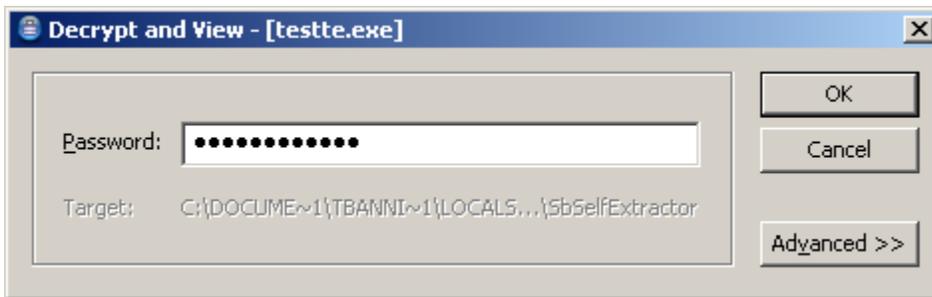
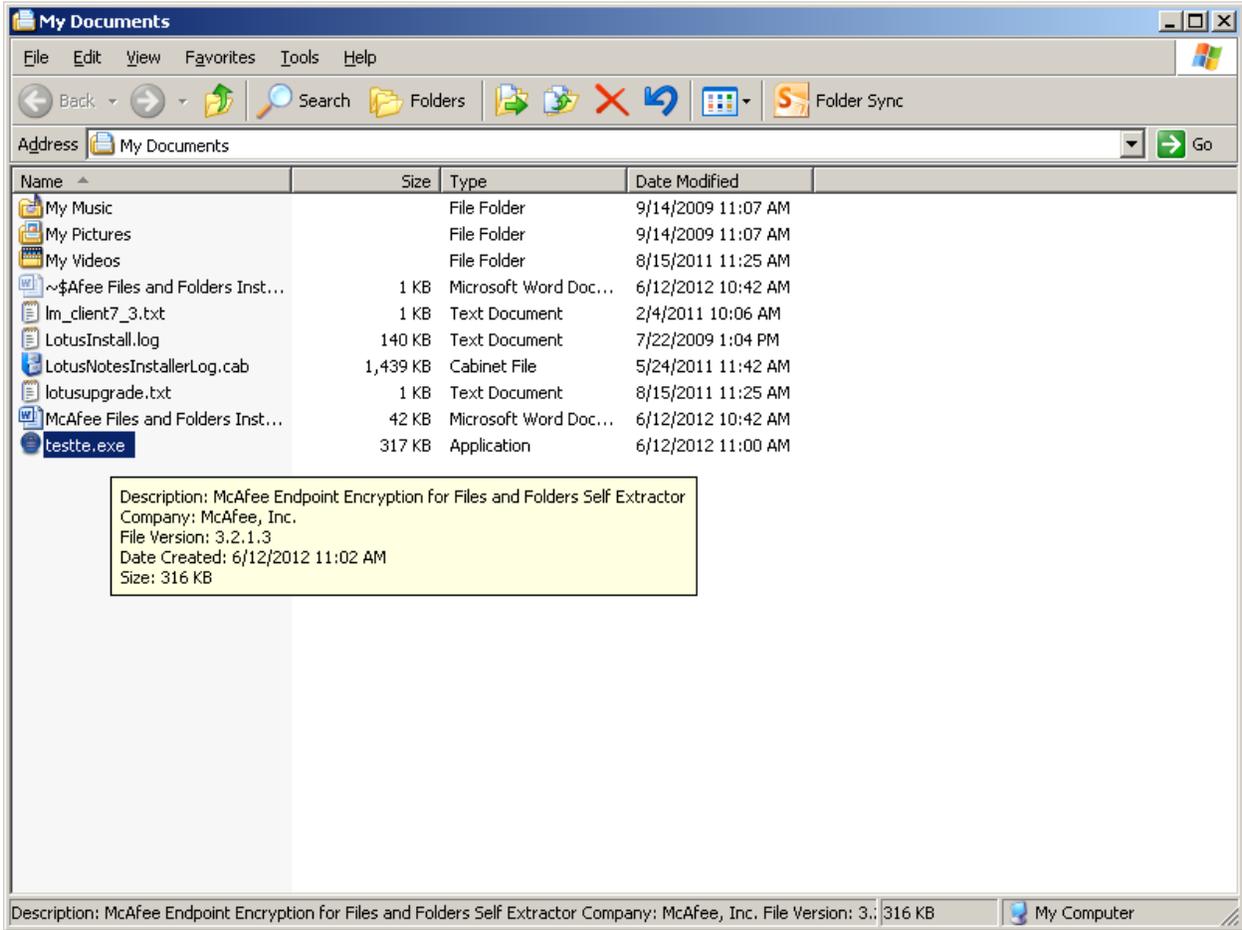
Once you receive the email with the encrypted .CAB file, double click the file and you will receive the following dialog box:



Double click the executable to extract the file to a location of your choice. Once the path is selected, click the extract button.



The file will appear at your selected location. Double click on the file and enter the password provided by the sender.

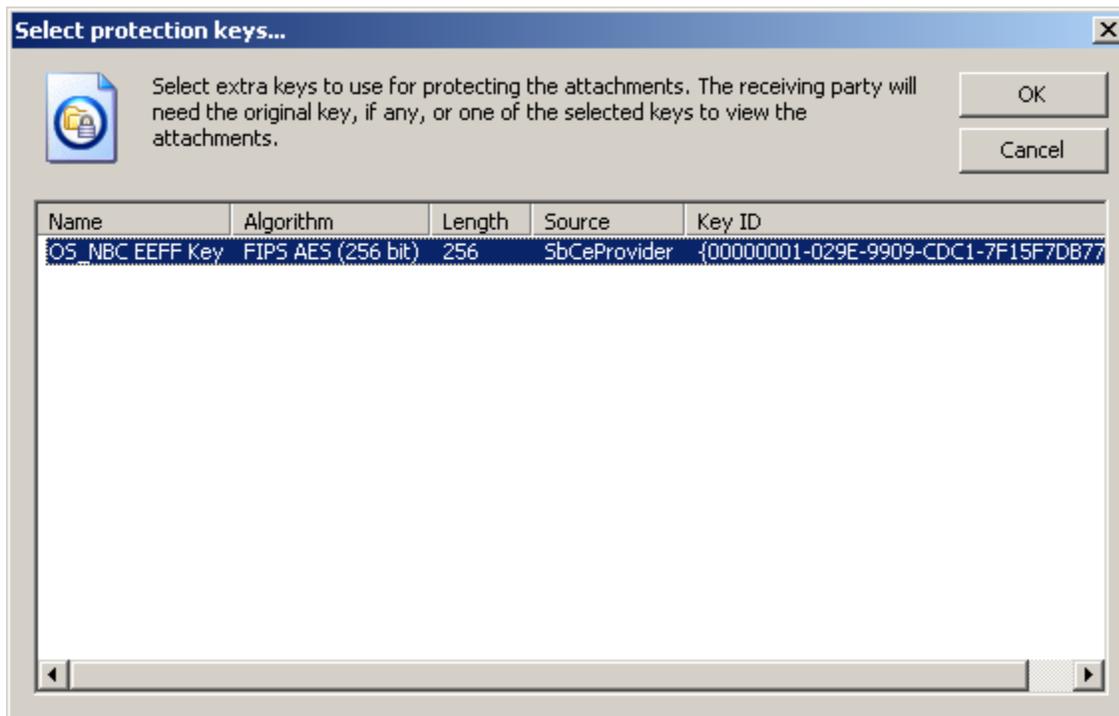


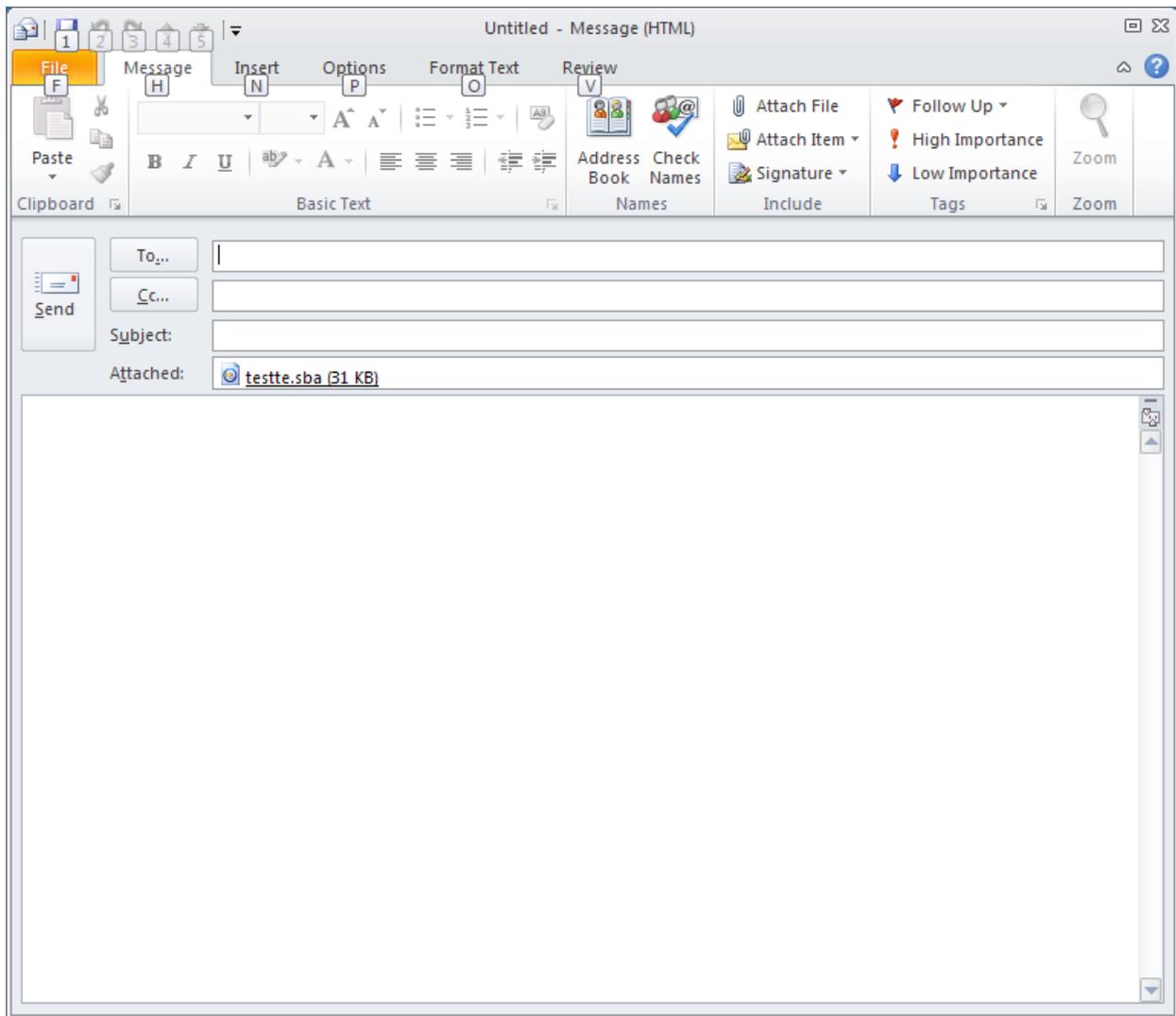
## Attach Encrypted to Email with Lotus Notes(.SAB)

This option should only be **used to send a file within your organization**. Standard ACIS Binary format (SAB) is a computer file extension. You would not normally use this for encryption unless you were sending data within NBC as the user has to have access to the same key as you in order to open the file.



Once you select this option, you will be given your key to encrypt the file.





Your email application will launch automatically with the attached .SAB encrypted file. This email should only be sent to someone within your organization, so they can be able to decrypt file.

Once the recipient receives the email with the encrypted .SAB file, they just need to double click the file to unlock.