ACCESSING ENCRYPTED FILES

Due to changes in sharing data, reports with student IDs will be sent in a secure format and must be accessed with a passcode. <u>The passcode will be provided by phone</u>. The instructions to access the file are shown below.

<u>**Receiver**</u>

1.   **Right-click the file name in the email message**

2.   **Select "Save as"**

3.   **Select a secure location to save the file**

4.   **Replace ".txt" with ".exe" to the end of the filename (an encrypted copy will be saved at the location). Do not delete any portion of the original filename.**

5.   **Go to the file you just saved**

6.   **Double-click the secure filename**

7.   **Enter the passphrase given to you by the sender (an unencrypted copy will be saved)**

NOTE: If you have AxCrypt on your computer, you may ask senders to send your files with the .axx extension. When these are received, you should double-click the filename and enter the passphrase.