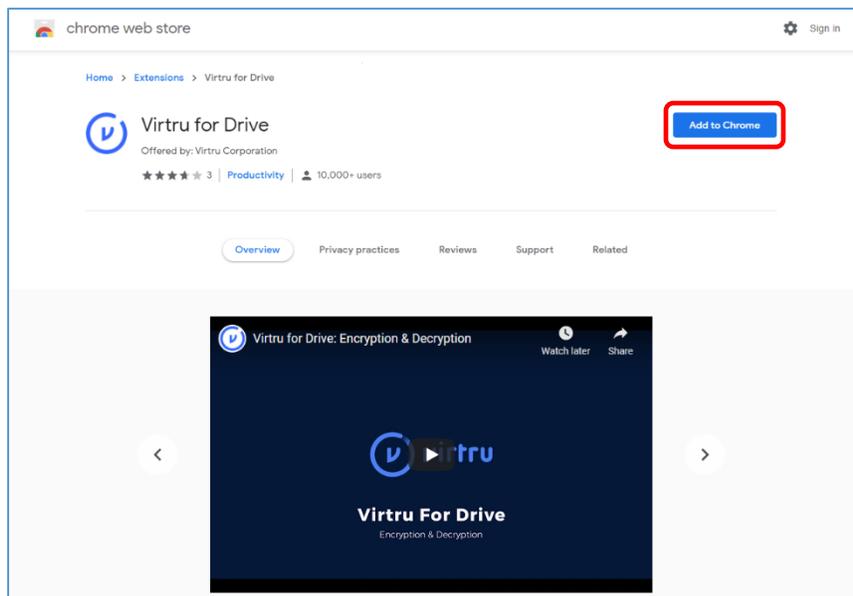# Virtru for Drive

Install the Virtru for Drive extension

1. Open Google Chrome, and go to the following URL:

   https://chrome.google.com/webstore/detail/virtru-for-drive/nhdkblgjckgbdpjbohjepdakoioldloe?hl=en
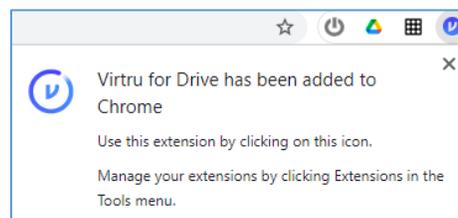
   Once the Virtru extension installation page loads, you will click "Add to Chrome". This step will install Virtru on your computer to be used with Google Drive.

2. A confirmation box will appear and you will need to click "*Add extension*" to confirm the install.
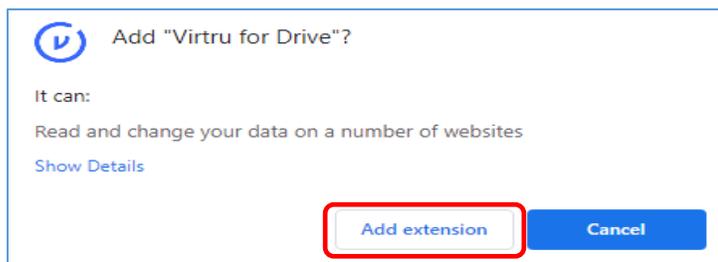

3. A confirmation message will open in the upper right corner and the Virtru blue "V" will appear indicating Virtru for Drive has been added to Chrome
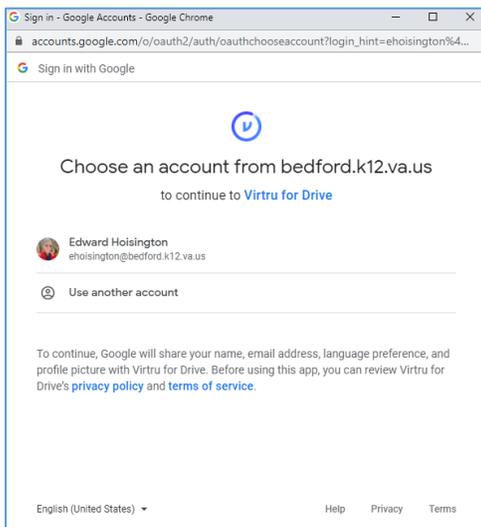

Activate Virtru for Drive

1. Once the Virtru for Drive extension has been installed, the next time you open Drive you will be prompted to activate Virtru. Click on the Activate Virtru button on the *Virtru for Drive activation pop-up*
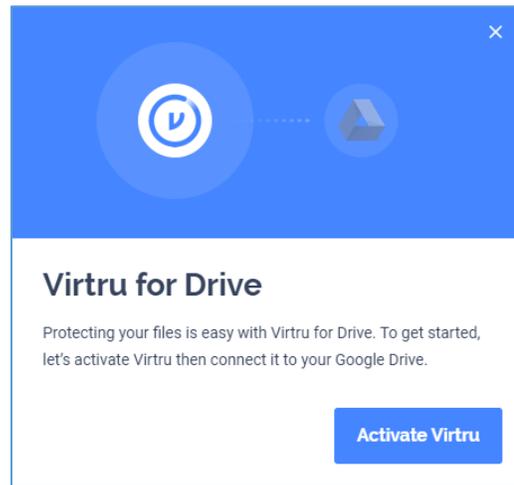
2. On the *Choose an account window*, select the account from the bedford.k12.va.us domain you would like to use

3. Allow Virtru for Drive to access your Google Drive files by clicking on the Allow button

4. A screen with a Virtru for Drive video will appear, watch the video (2:59 minutes) if you would like
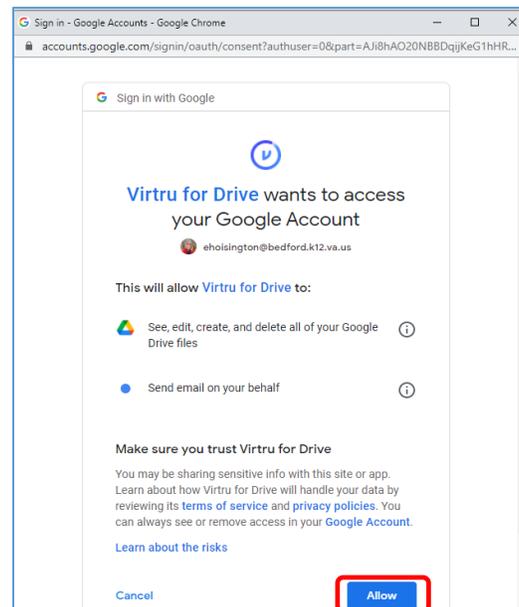
Note: If you miss clicking on the Play button for the video or you want to watch it again, click here.

File Encryption and Decryption

With Virtru for Drive, you can encrypt a variety of documents both pre-existing or during upload. You can also decrypt contents that have previously been encrypted.

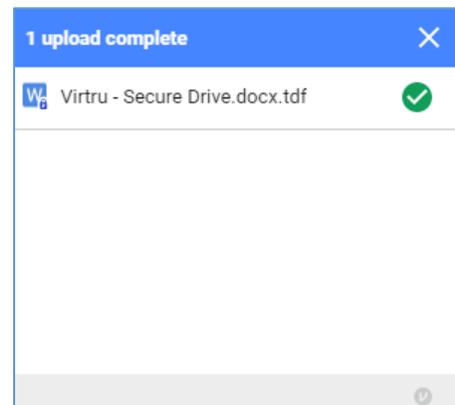### New Secure File Upload

Encrypt a new file and upload to Google Drive

1. Click *New* >
2. Select *Secure File Upload* >

3. Choose file > *Open*
4. Keyboard navigation: Click *New* button and then use the following hotkey: Ctrl + Alt + Shift + Fn + F1
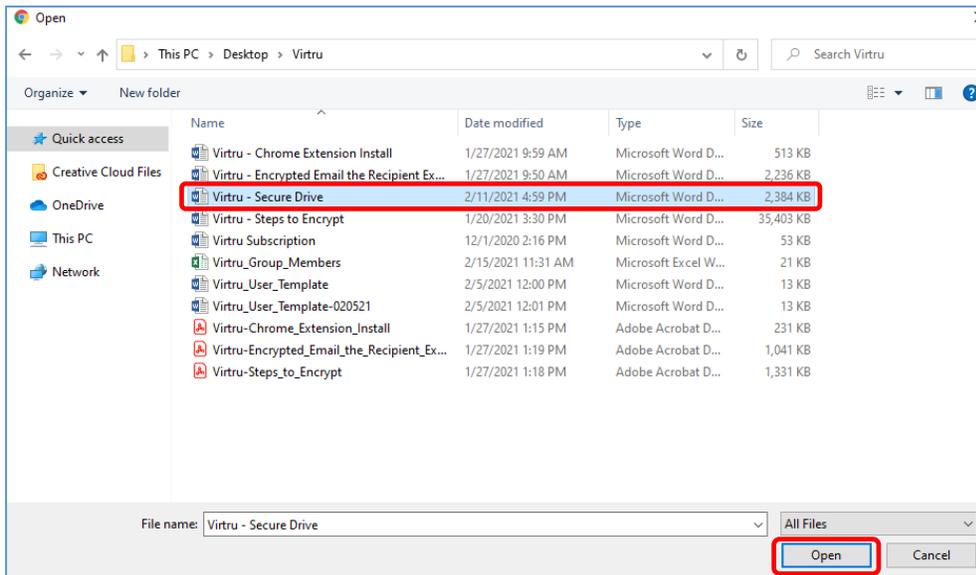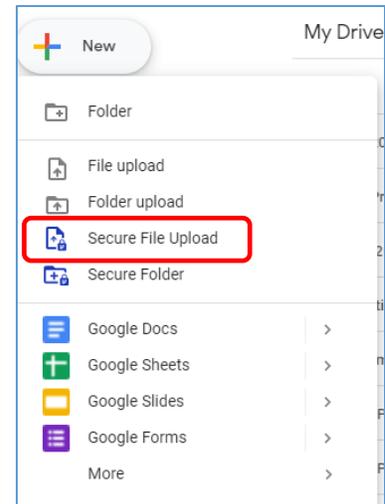
5. A dialog box will open in the lower right corner indicating that the file is being encrypted and will show when the upload is complete

6. Once the file is uploaded, you will see a Virtru icon on the file showing the file is now encrypted.

Virtru - Secure Drive.docx.tdf

Name ↑	Owner	Last modified	File size
Virtru - Initial Group Users	me	11:53 AM me	—
Virtru - Encryption Group	me	11:30 AM me	—
Virtru - Secure Drive.docx.tdf	me	12:04 PM me	2 MB

My Drive > Virtru

7. Setting Security Options. Select the document for which you would like to add security options

- Security Options for the selected document are in the document information on the right side
- Select any of the options, *Disable re-sharing*, *Watermarking*, *Set access expiration*
- Note: you may also right-click on the document to open the Security Options panel if it is not already open or the select a file and open the *detail* pane ⓘ

Virtru - Secure Drive.docx.tdf ✕

Details | Activity

Owner	me
Modified	Feb 15, 2021 by me
Opened	Feb 15, 2021 by me
Created	Feb 15, 2021 with Virtru for Drive

Add a description ✏

Viewers can download

☐ Disable re-sharing
☐ Watermarking
☐ Set access expiration

My Drive > Virtru

Name ↑	Owner	Last modified	File size
Virtru - Initial Group Users	me	Feb 15, 2021 me	—
Virtru - Encryption Group	me	Feb 15, 2021 me	—
Virtru - Secure Drive.docx.tdf	me	Feb 15, 2021 me	2 MB

Drag and Drop a File to Upload as Encrypted

Drag and drop a file into Drive, you will see the option to *Upload Or Encrypt & upload*

1. *Upload* will upload the file as an unencrypted file as it would normal in Drive
2. *Encrypt & upload* will upload the file as an encrypted file

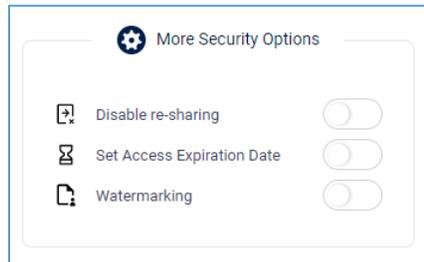**Upload 1 files to Virtru** ✕

Upload

Or

Encrypt & upload

⚙ More Security Options

Secured by 🅥 *virtru*

- Click *More Security Options* to *Disable re-sharing, Set Access Expiration Date,* and set *Watermarking*
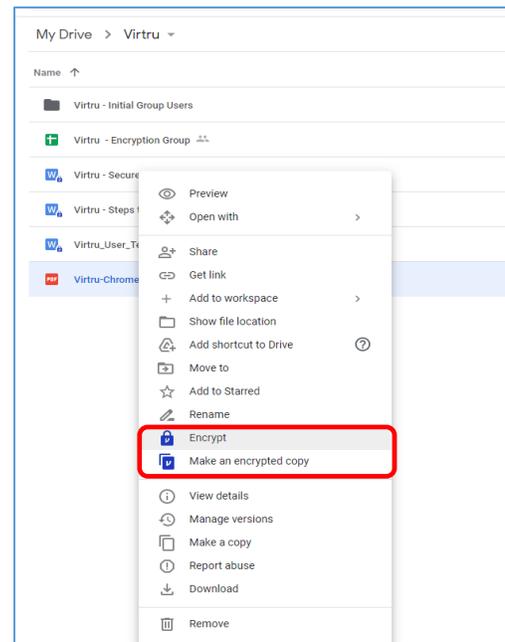

- Select the option you would like to set and click *Encrypt & upload*

Encrypting a File already in Drive

Encrypt a file that is already in Google Drive

1. Right click on the file you would like to encrypt

2. Click on *Encrypt*. You also have the option to *Make an encrypted copy*

   <u>Note</u>: a file that is already shared cannot be encrypted. You option for an already shared file is to *Make an encrypted copy*

Decrypting a File

Once encrypted, a file in Drive can be decrypted at any time. Options for decryption include: *Decrypt*, *Make a decrypted copy* or *Download a decrypted copy*. Just right click on the file and select the option you would like to use to decrypt the file.