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**SUBJECT:** IT Security**DATE:** November 13, 2018

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**NAME:** Encryption Wizard Quick Guide**PAGE:** 1 of 10

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## **Encryption Wizard Quick Guide**

As defined in HR Policy 294, Class 3 information contains personally identifiable information and must be encrypted prior to transmission. To avoid the confusion and hassle of having to install multiple encryption tools (as most encryption tools are not compatible with one another), the IT Division recommends the sole use of **Encryption Wizard**. Encryption Wizard is a publicly-available encryption tool designed for and used by the US Federal Government. This Quick Guide will explain how to install and unzip Encryption Wizard and how to encrypt and decrypt documents.

This Quick Guide is an alternative to the “Getting Started” file that’s included with Encryption Wizard. The download includes the Getting Started text file, an in-depth User Manual, a shortcut to Encryption Wizard’s website, and the program itself. Refer to the manual or the IT Help Desk for further information.

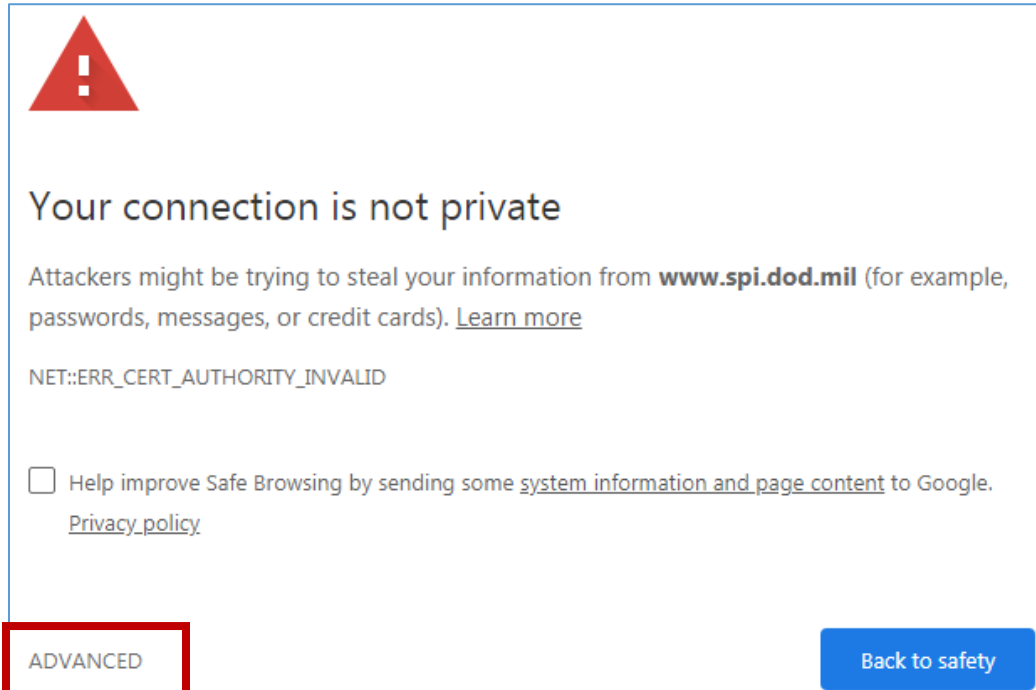
**\*If your CTC computer has Encryption Wizard already installed, open the program and skip to the next section below about Encrypting and Decrypting Documents/Files.**

**\*You may need the most current version of Java to run Encryption Wizard. If you need assistance installing the latest Java version, contact the IT Help Desk.**

### **How Install Encryption Wizard**

1. Encryption Wizard is available for immediate download here:  
<https://www.spi.dod.mil/download.htm>.

You may get a warning when you try to access the site. Select “**Yes**” to proceed. If another warning appears, select “**Advanced**” and then “**Proceed to www.spi.dod.mil.**”



**SUBJECT:** IT Security**DATE:** November 13, 2018**NAME:** Encryption Wizard Quick Guide**PAGE:** 3 of 10

HIDE ADVANCED Back to safety

This server could not prove that it is **www.spi.dod.mil**; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

[Proceed to www.spi.dod.mil \(unsafe\)](#)

2. Scroll down to the Encryption Wizard section and click to select the most recent *Public Edition*. This will begin the download of the zip file, which contains the Encryption Wizard program. This file will either be downloaded to your *Downloads folder* or may be selected to be placed in any folder of your choosing.



## Encryption Wizard (EW)

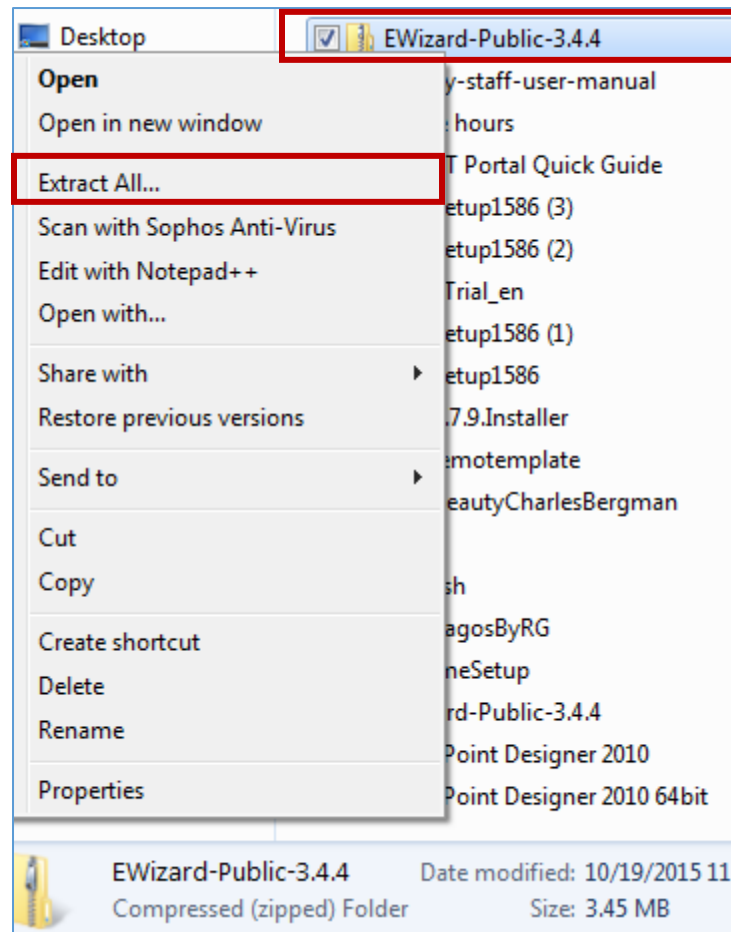
Make sure you choose [the edition](#) that's right for your needs!

Read the [Release Notes](#) and [version history](#).

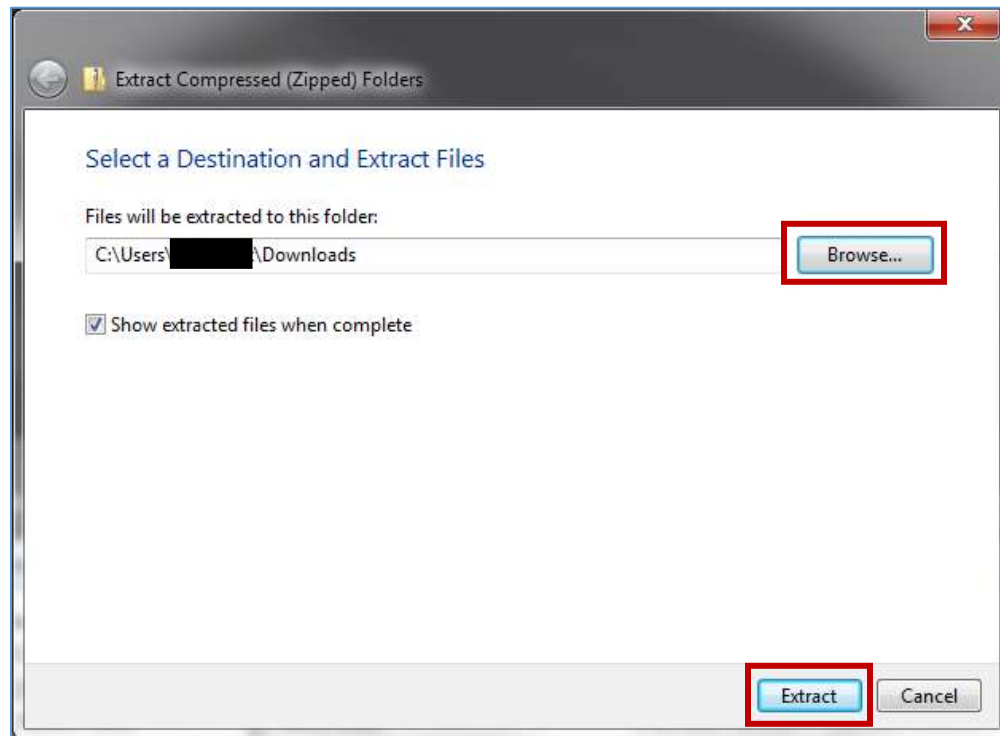
**Version 3.5.3, released 26 Sep 2018:**

- ✔ Encryption Wizard, Public Edition  
8.7 MiB
- ✔ Encryption Wizard, Government FIPS Edition  
This is automated and is the quickest way to obtain the Government FIPS edition. **Internet Explorer and a DoD CAC are required**; if you do not have both, fill out the request form below.  
13.0 MiB
- ✔ Encryption Wizard, Unified Edition  
12.0 MiB

3. To unzip Encryption Wizard (in order to use the program), right-click the newly downloaded "EncryptionWizard-Public-" folder and select "Extract All..." from the drop-down list that appears. (The numbers that follow the name of the folder indicate the current software version. These numbers will change as the software is updated.)

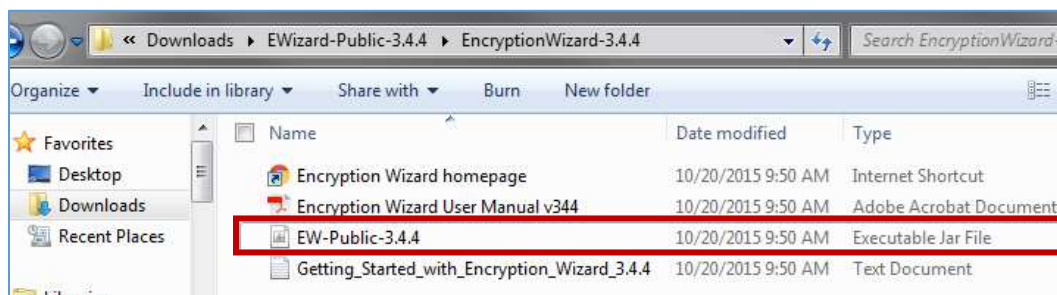


4. Select a location for Encryption Wizard to be placed by clicking the “Browse...” button and choosing a folder. (You can optionally check the “Show extracted files when complete” box to have the newly extracted folder open automatically after the extraction process has completed.) Then, click the “Extract” button. Wait for the files to be extracted.



5. Open the newly extracted EncryptionWizard folder from the location you previously selected (if you did not previously check the “Show extracted files when complete” box, shown above). To open Encryption Wizard, double-click the “EW-Public-” icon.

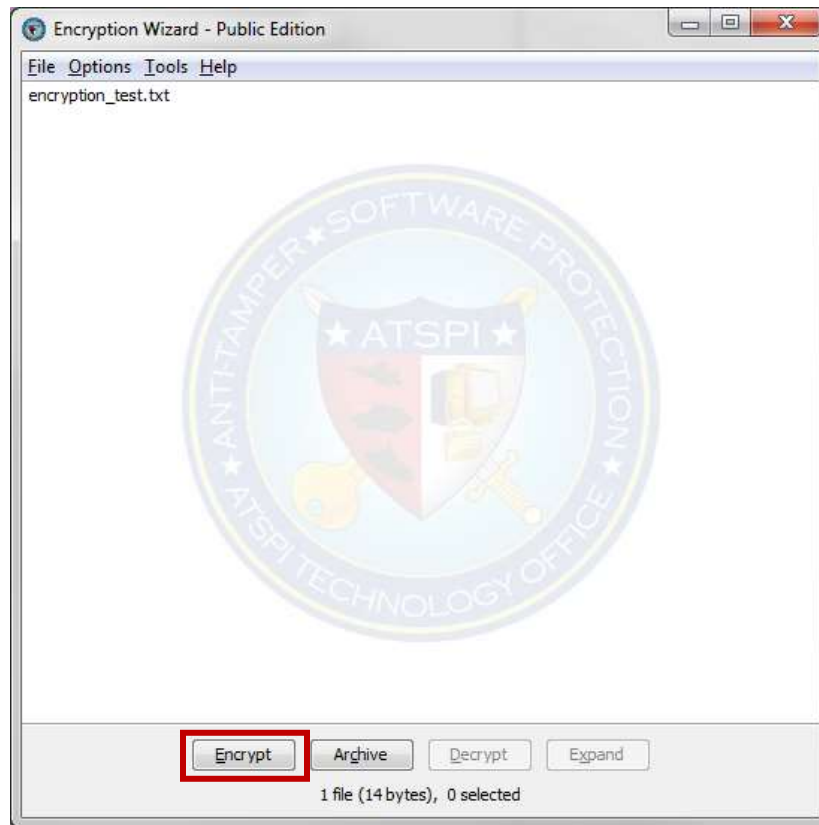
**\*You may need the most current version of Java to run Encryption Wizard. If you need assistance installing the latest Java version, contact the IT Help Desk.**



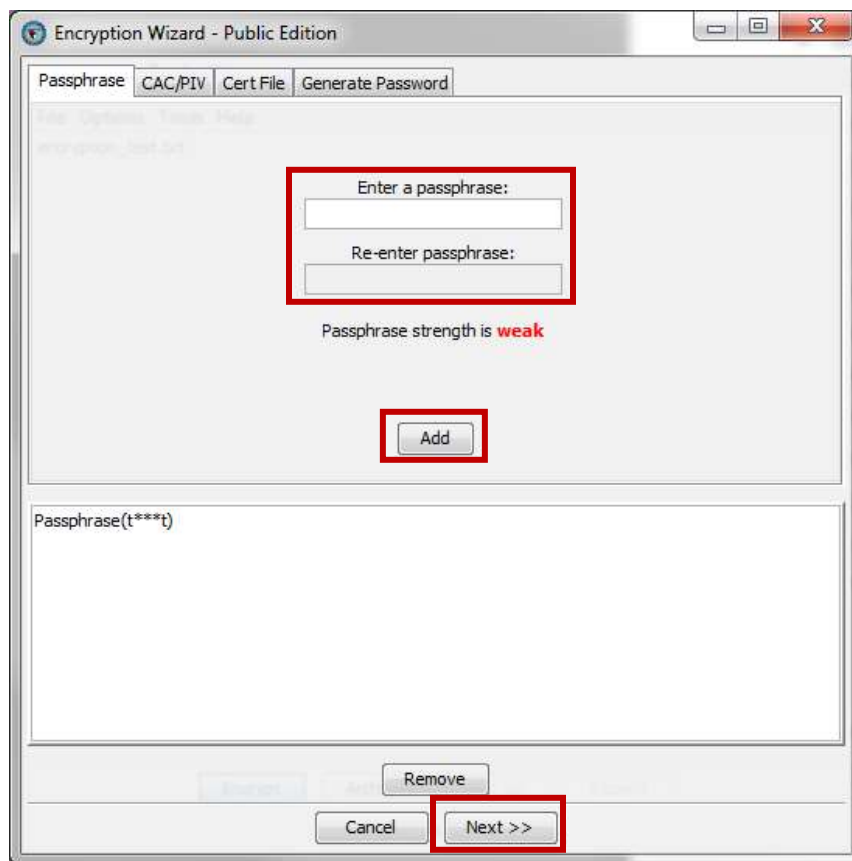
**SUBJECT:** IT Security**DATE:** November 13, 2018**NAME:** Encryption Wizard Quick Guide**PAGE:** 6 of 10

### **How to Encrypt and Decrypt Documents/Files**

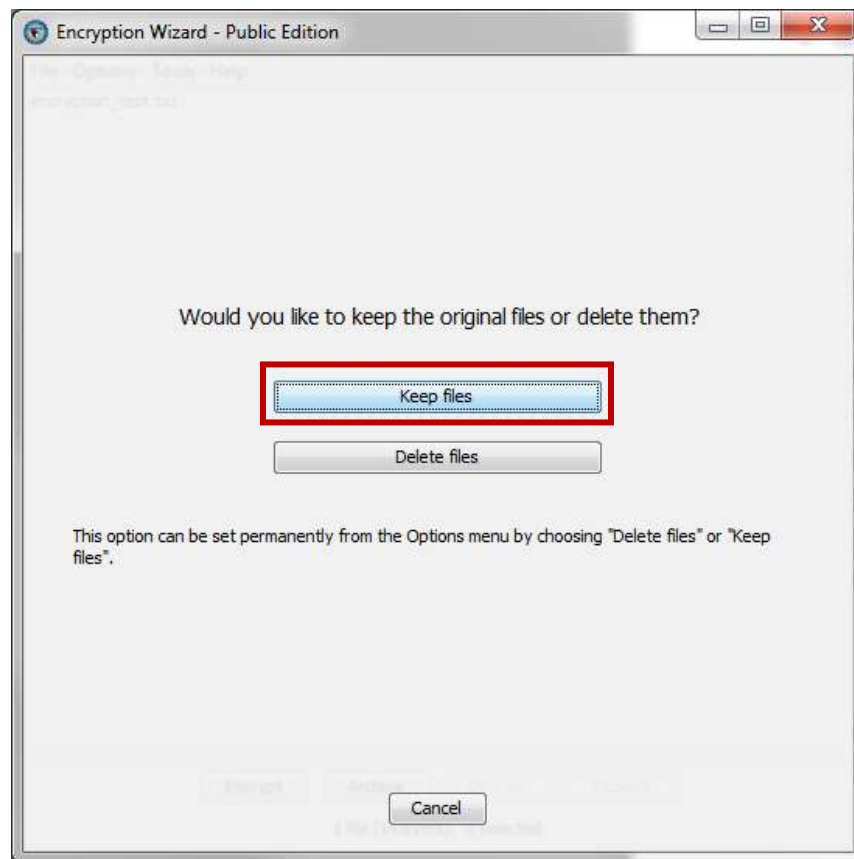
1. Drag the document you want to encrypt to the Encryption Wizard window and click the “Encrypt” button.



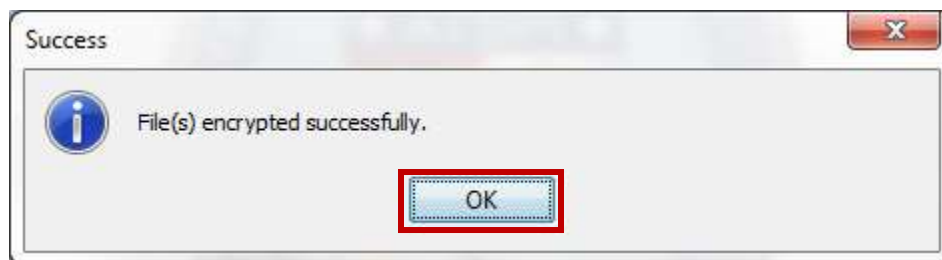
2. Type in a new password and click the “Add” button. (You will need to call (or leave a voicemail) and give this password to the person who needs to decrypt/decipher the document.) Then click the “Next” button.



- It's recommended that you keep the original file, so click the "Keep files" button to continue.



- Click "OK" after the encryption process has finished.

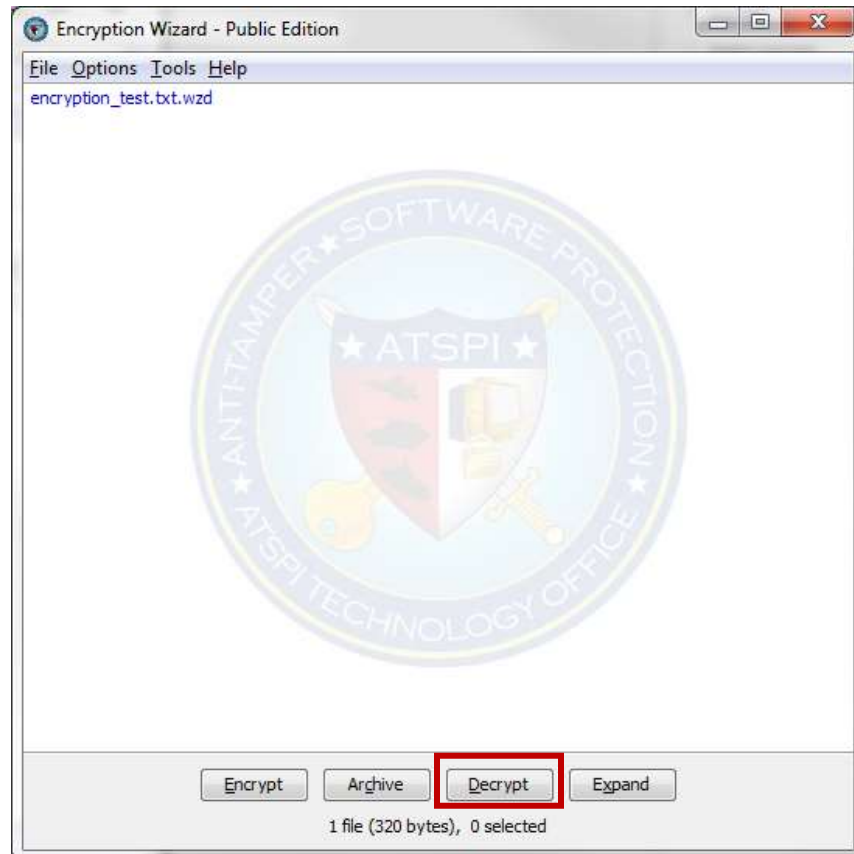


- The encrypted document will appear in the same folder as the original document. Attach the encrypted document to an email to safely transmit Class 3 information to other employees.



**SUBJECT:** IT Security**DATE:** November 13, 2018**NAME:** Encryption Wizard Quick Guide**PAGE:** 9 of 10

- To decrypt an encrypted file, drag the encrypted document to the Encryption Wizard window and click the “Decrypt” button.



7. Enter the passcode and click the “OK” button. (The person who encrypted the document should tell you the password over the phone or through voicemail.)



8. It's recommended that you keep the original file, so click the “Keep files” button to continue. Click “OK” after the decryption process has finished.