How to remove encryption from a file or folder

*For GETS agencies that have laptop/tablet encryption.*

In what instances would you need to remove encryption?

For files you've stored on your encrypted laptop or tablet, you'd need to remove encryption before sharing them if you want the files to be readable on a computer other than your state-issued laptop/tablet. That would include saving a file on a disk, USB storage device (e.g. jump drive, flash drive) or external hard drive for use on another computer.

Note: You do not need to remove encryption when e-mailing files as encryption is removed automatically from e-mail file attachments. E-mailing an encrypted file is an effective way to share it and make it readable for recipients.

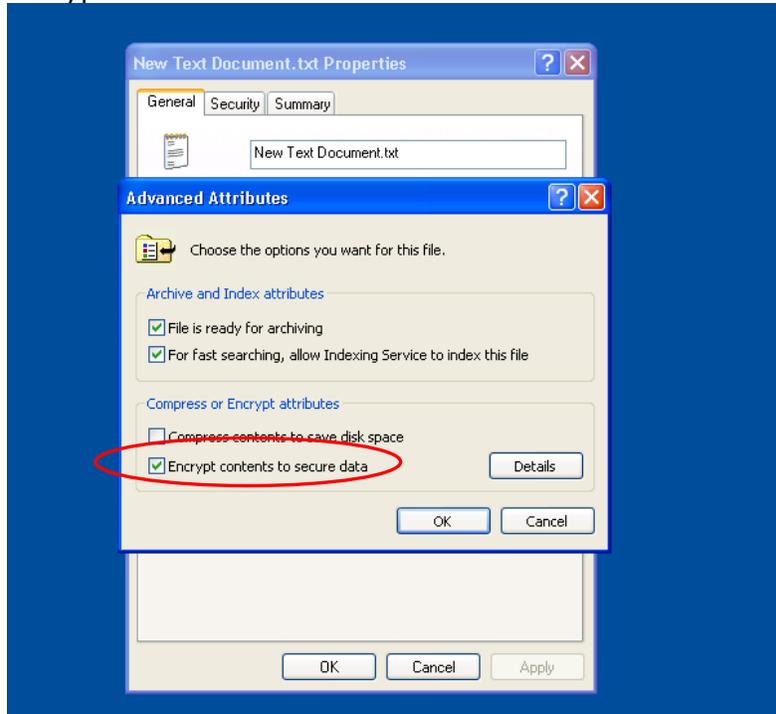### How do you remove encryption from a file or folder?

1. From the file directory or from the desktop, right-click the encrypted file and click on Properties. (Right-clicking on a folder will affect all files inside the folder.)
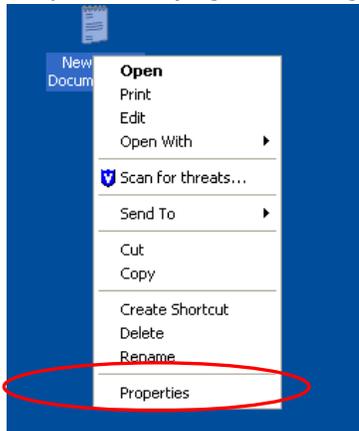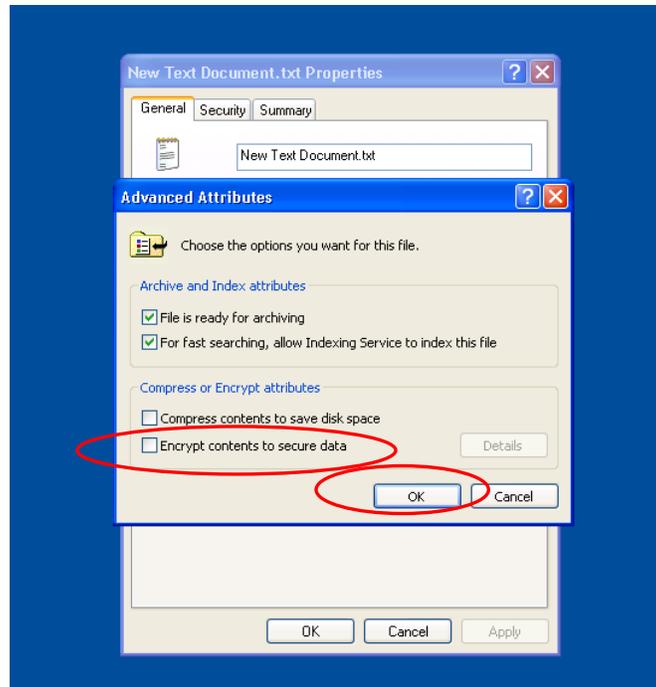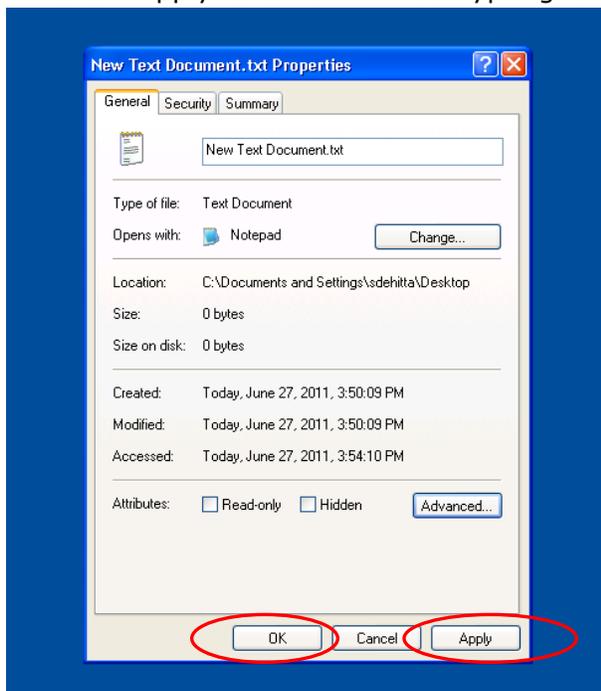
2. Click the "Advanced" button.
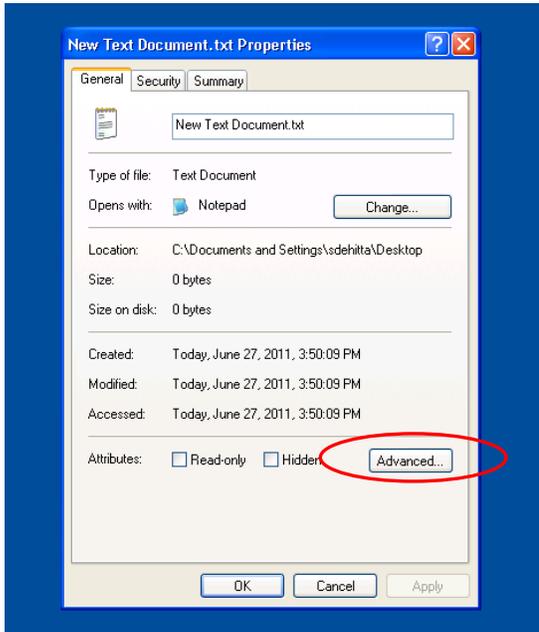
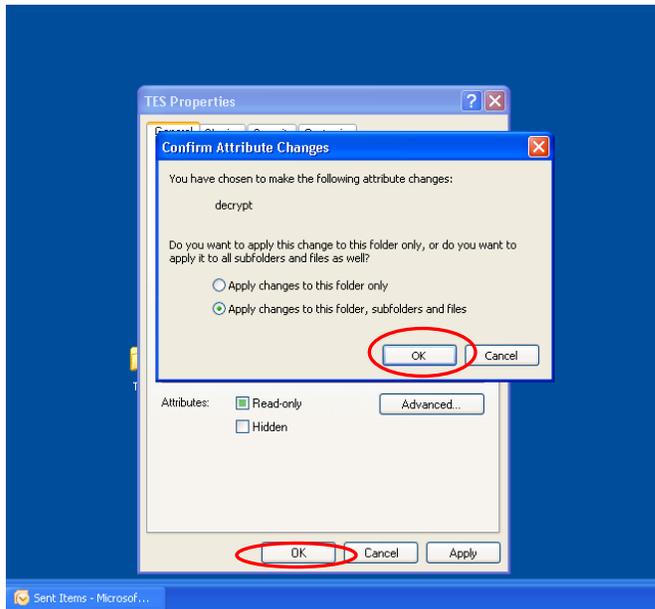3. Uncheck "Encrypt contents to secure data."

4. Confirm that the "Encrypt contents to secure data" is not checked, then click "OK."

Click "Apply" and "OK." If decrypting folders, continue to Step 5.

5. For decrypting folders, click OK in each of these windows:

If you experience difficulties removing encryption from your files or folders, please contact the GETS Consolidated Service Desk at 1-877-GTA-3233.