

# Encrypting Microsoft Office Documents

## Overview

In some cases, you may need to send documents or emails using encryption, also known as password protection. This secure format requires recipients to enter a password to view the document or email they received.

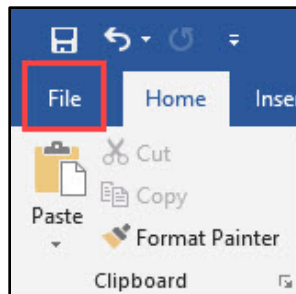
## In this document

- [Encrypting Microsoft Office documents](#)
- [Opening an encrypted Microsoft Office document](#)
- [Sharing passwords for encrypted documents](#)

## Encrypting Microsoft Office documents

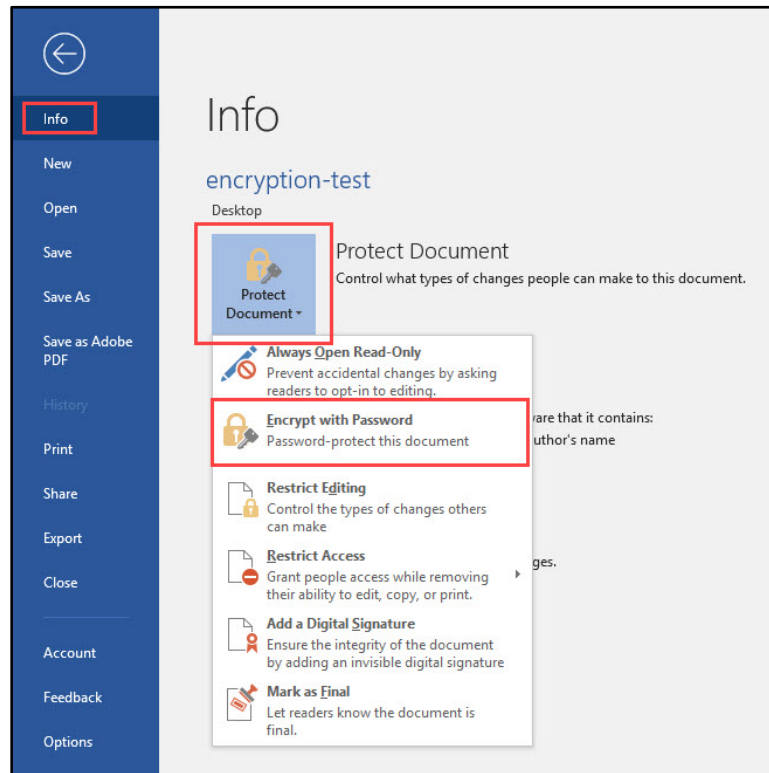
Before encrypting a Microsoft Office document, we encourage you to **save a copy** of the document. If you encrypt a document and then forget the password, you will not be able to access the document.

1. In Microsoft Word, Excel, PowerPoint or Access, click **File** in the top left corner.

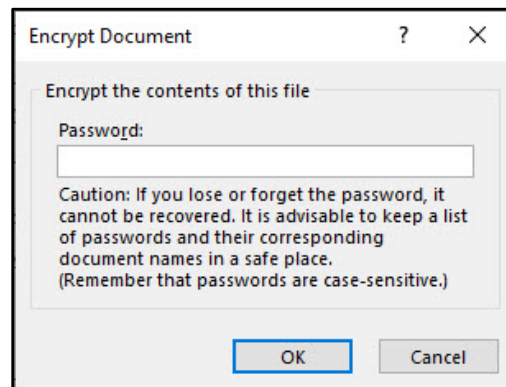


2. On the Info tab, click **Protect Document** and then click **Encrypt with password**.

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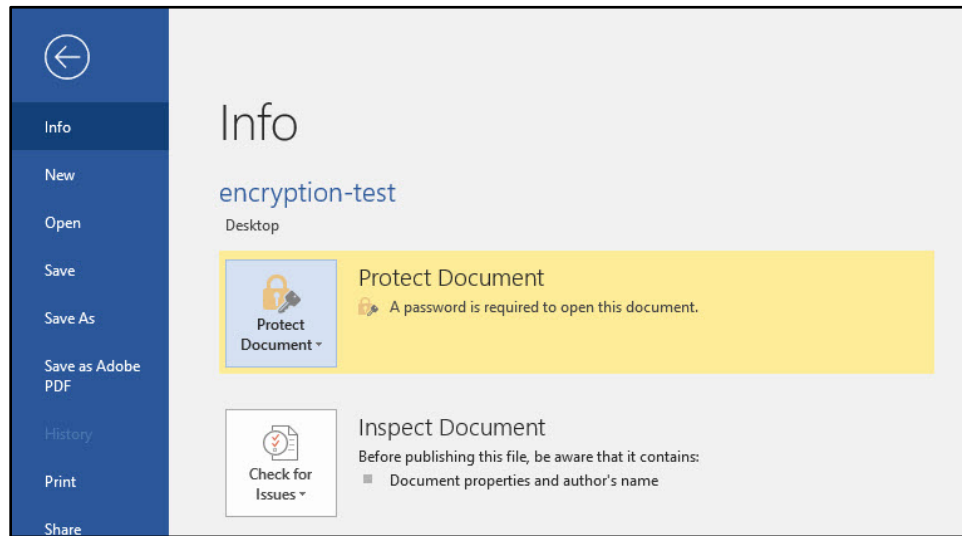


3. Enter the password you want to use to encrypt the document and click **OK**.



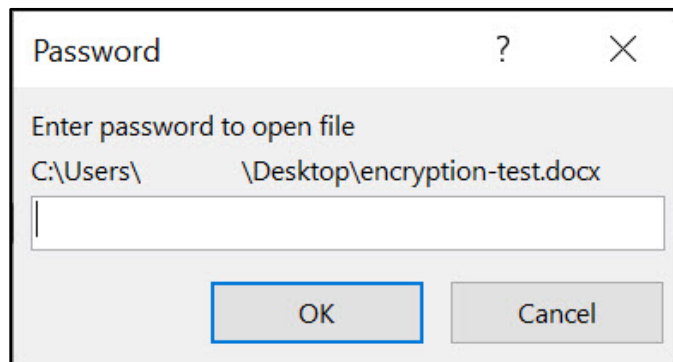
4. Enter the password again to confirm it and click **OK**.
5. You will now see a message stating the document is protected and a password is required to open it. **Save** the document.

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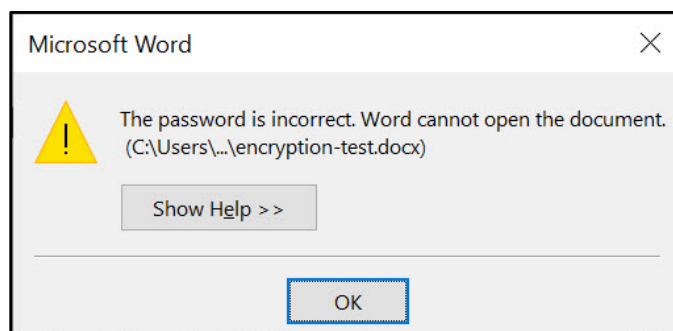


### Opening an encrypted Microsoft Office document

When you try to open an encrypted Microsoft Office document, you will be prompted to enter a password. Enter the password created by the document's owner and click **OK** to open the file.



If you enter the password incorrectly, you will receive an error message stating the document could not be opened.



# Encrypting Microsoft Office Documents

## Sharing passwords for encrypted documents

Please do not email the password for an encrypted document to the recipient. We recommend using one of the following methods to share the password:

- **In-person:** Share the password verbally to the recipient
- **Telephone or video call:** Call the recipient and provide the password
- **Text message:** Send the recipient the password via a text message.