# GSD. Global - Excel - Remove the Password Required to Open Excel

General Information:

Possible symptoms/errors:

User wants to know how to Remove the Password Required to Open Excel

Alternative names of the system:

Password

IMPORTANT NOTICE:

N/A

Solution:

If an Excel document contains personal or sensitive data, user can set a password to protect it so that only users who know the password can make changes to or see what they have entered. To know how to add a password to an Excel file, use the article below.

Once password is set, the Excel file will not open without it. In the event that user wanted to remove the need for a password when opening the Excel file, they may use the instructions below.

Details:

Advise user to open the file and enter the password.

Once the Excel file is open, user must click on File then select Info.

Inform user to click on Protect Workbook then select Encrypt with Password.

In the Encrypt Document dialog box, advise them to delete the password in the box leaving the box empty. Once done, user must click OK to remove the password from the document.

Guide user to click on Save before existing the document.

Advise user to Restart Excel.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A