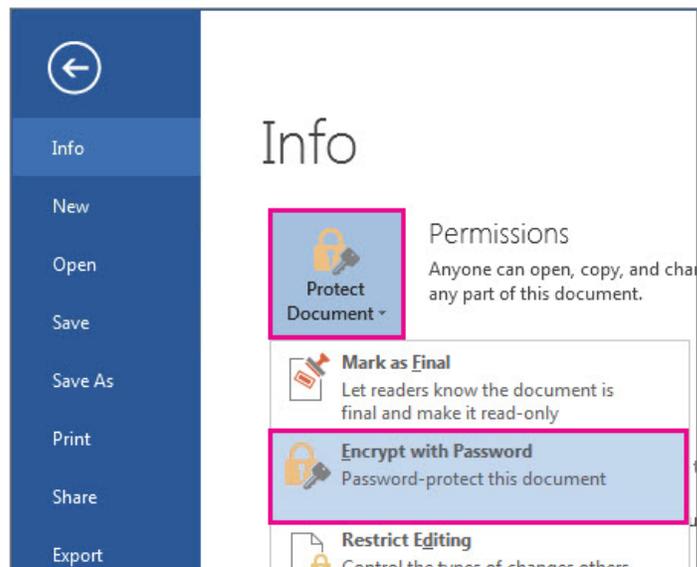


Encrypting Word and Excel documents with a password

A. Word Documents

- 1) Open or create the Word file that you would like to encrypt.
- 2) Click File > Protect Document > Encrypt with a Password



- 3) In the Encrypt Document box, type a password (remember TRU [password standards](#)) and click OK.
- 4) In the Confirm Password box, type the password again, and then click OK.
- 5) Passwords:
 - a. Can be changed or removed
 - b. Are Case sensitive



Please note that if you forget your password, it cannot be recovered, nor can the contents in your file be retrieved.

For this reason you may want to save the encrypted file document with a new file name.

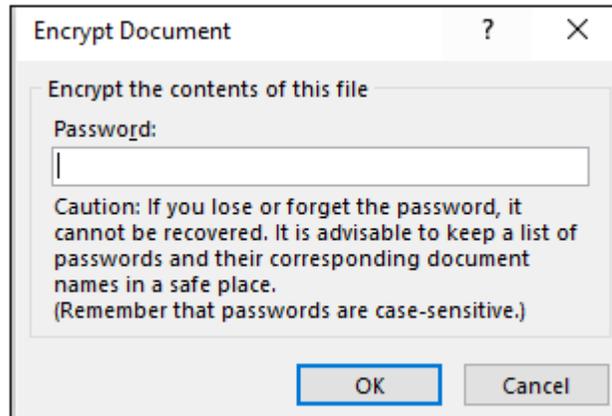
Be sure to make note of the password, as you will need to provide it to the individual you are sending the encrypted document to. The password **should not** be included in the email you attach the encrypted document to.

There are two ways to send the password to the recipient:

- Call the recipient and tell them the password
- Text the recipient the password.

B. Excel

- 1) Open or create the Excel file that you would like to encrypt.
- 2) Click File > Info > Protect Workbook > Encrypt with a Password
- 3) In the Encrypt Document dialogue box type a password (remember TRU [password standards](#)) and click OK.



- 4) In the Confirm Password box, type the password again and then click OK.
- 5) Passwords:
 - c. Can be changed or removed
 - d. Are Case sensitive



Please note that if you forget your password, it cannot be recovered, nor can the contents in your file be retrieved.

For this reason you may want to save the encrypted file with a new file name.

Be sure to make note of the password, as you will need to provide it to the individual you are sending the encrypted document to. The password **should not** be included in the email you attach the encrypted document to.

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