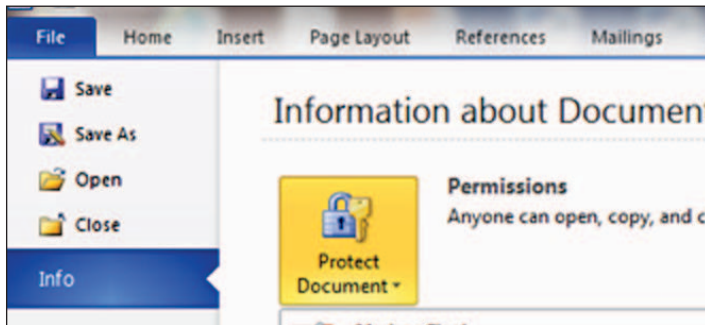
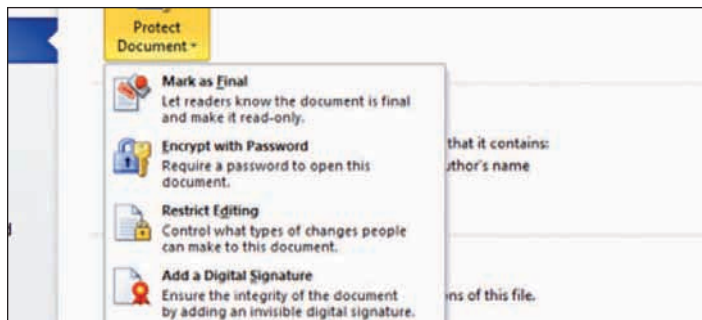


## Encrypting a Word file (MSWord 2010)



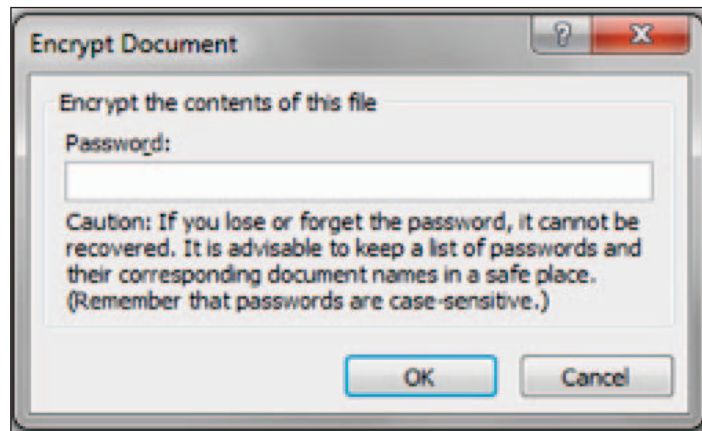
1. In an open document, click the 'File' tab
2. Click 'Info'
3. Under 'Permissions' click 'Protect Document'



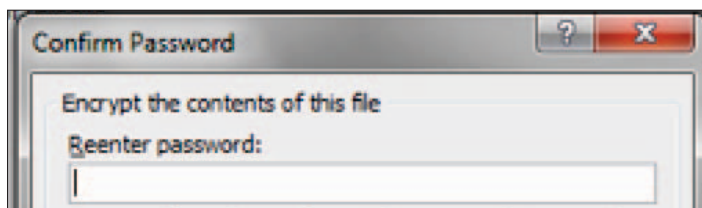
4. Select 'Encrypt with Password'. Please use your five-digit PIN number as your password

**Note:** Microsoft cannot retrieve lost or forgotten passwords, so keep a list of your passwords and corresponding file names in a safe place

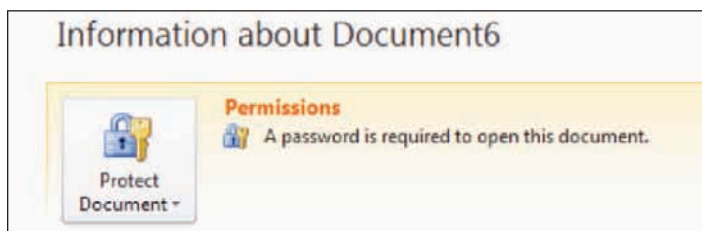
**No password = No access**



5. When you select Encrypt with Password, the Encrypt Document dialog box appears. In the Password box, type the organizations five-digit PIN



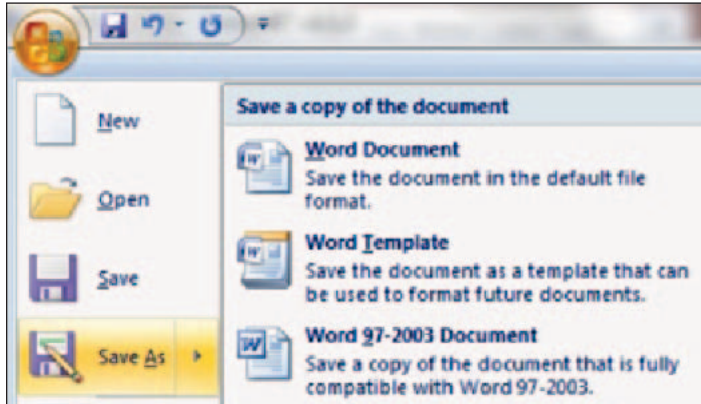
6. Confirm the password by reentering the five-digit PIN



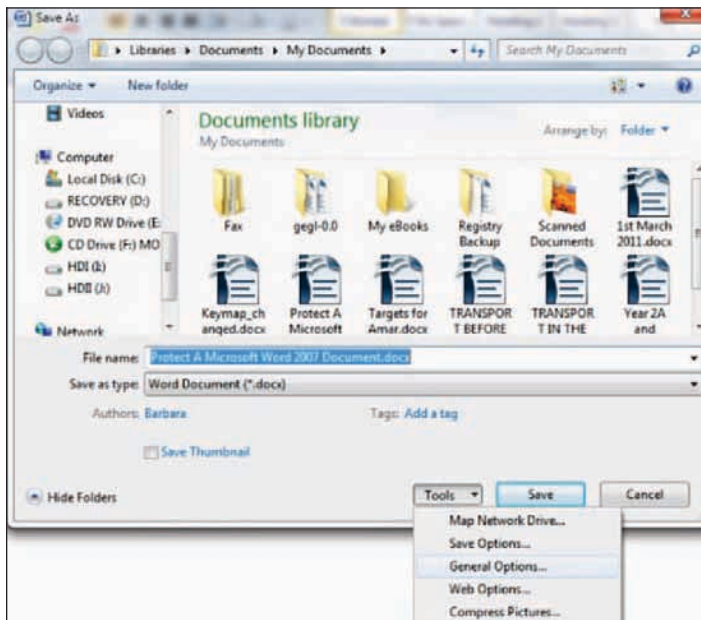
7. Once the document is successfully protected, a notice will appear stating that a password is required to open the document

## Encrypting a Word file (MSWord 2007)

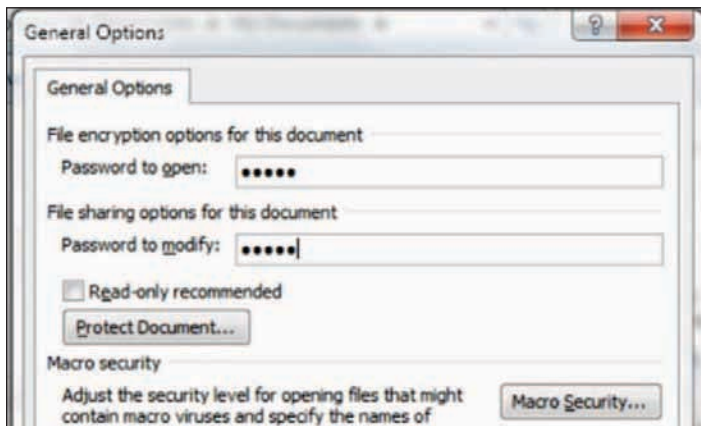
1. Click the Microsoft Office Button at the top left of the page



2. Select 'Save As'



3. A 'Save As' window will pop up. Select 'Tools' (in the lower right corner), then scroll down to select 'General Options'

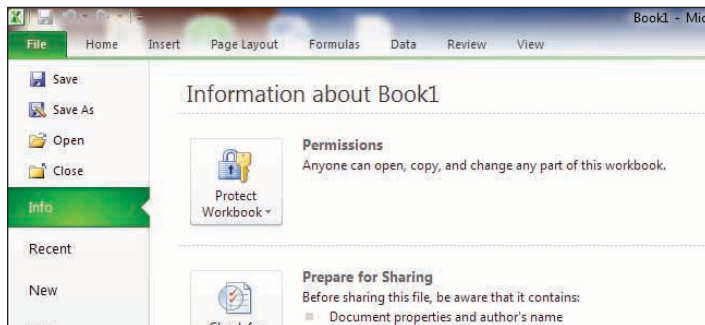


4. In the 'General Options' window, enter your five-digit PIN number as the password for opening and modifying the document

**Note:** Remember your password  
There is no password retrieval option

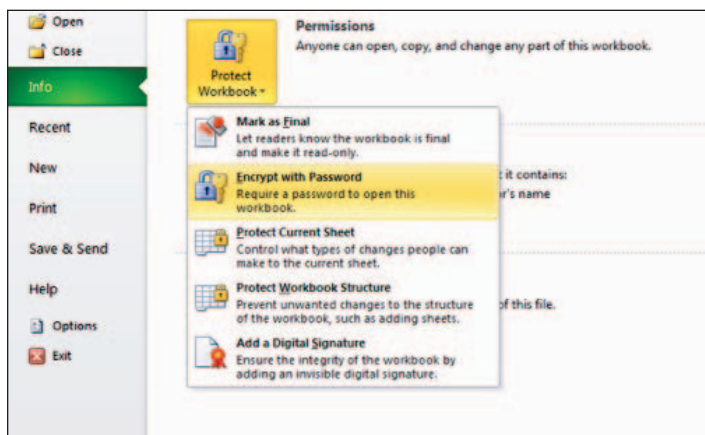
**No password = No access**

## Encrypting an Excel file (MSExcel 2010)

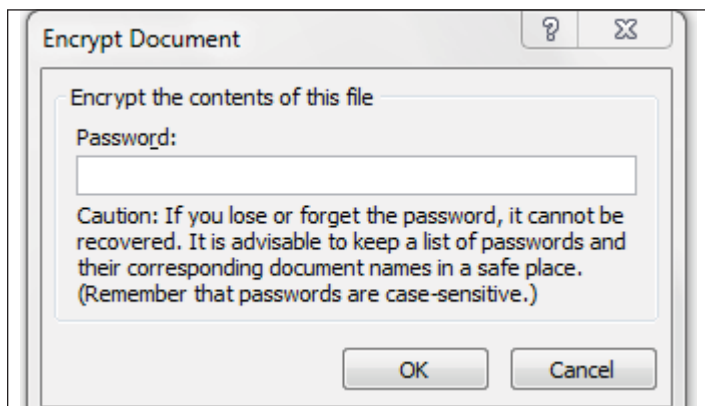


1. Open the file to be protected, then Click the 'File' tab

2. Select 'Info'

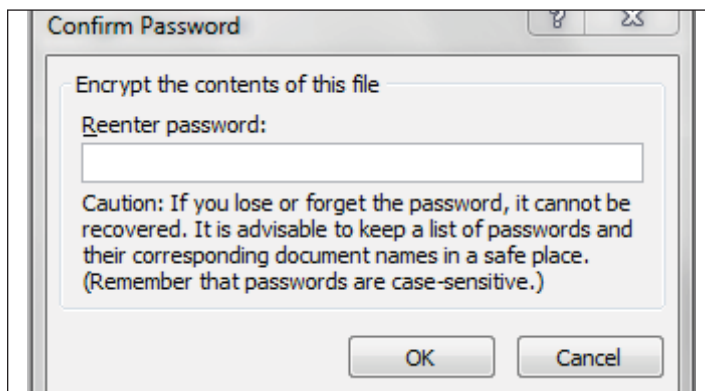


3. Select 'Protect Workbook' and click on 'Encrypt with Password'



4. In the Encrypt Document dialog box, type your five-digit PIN number. This is your password

**Note:** You can type up to 255 characters



5. In the Confirm Password dialog box, retype your five-digit PIN

**Note:** Remember your password  
There is no password retrieval option

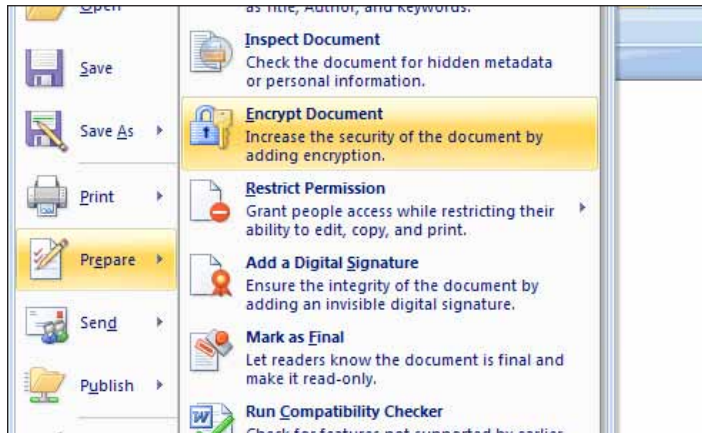
**No password = No access**

6. Select 'Ok'

7. To save the password, save the file

## Encrypting an Excel file (MSExcel 2007)

1. Click the Microsoft Office Button



2. Point to 'Prepare' and Click 'Encrypt Document'



3. In the Encrypt Document dialog box, type your five-digit PIN number. This is your password

**Note:** You can type up to 255 characters



4. Confirm the password by reentering the five-digit PIN

**Note:** Remember your password  
There is no password retrieval option

**No password = No access**

5. To save the password, save the file