# How to Password Protect Microsoft Word and Excel 2013 Documents

Encrypting and password protecting Microsoft Word and Excel files is a simple matter. There are a couple of simple rules to remember, though. First, if you are emailing a password protected file, DO NOT send the password in the email along with the password protected file. Instead, have the recipient call you on the phone for it. Second, DO NOT use a password you normally use – try to make up a new one each time. That way, everybody you email a file to won't have your personal password(s).

Word 2013
Open the Word document that you want to encrypt/password protect.
Click **File** Menu tab located on the far-left corner of the file:
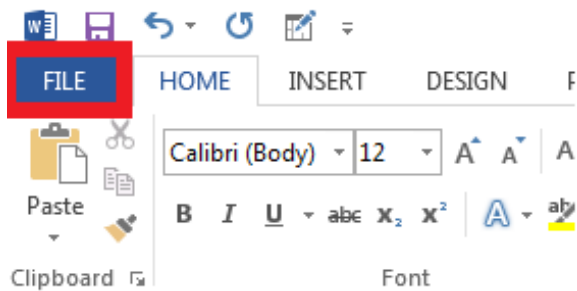
Next, select **Info** > **Protect Document** > **Encrypt with Password**
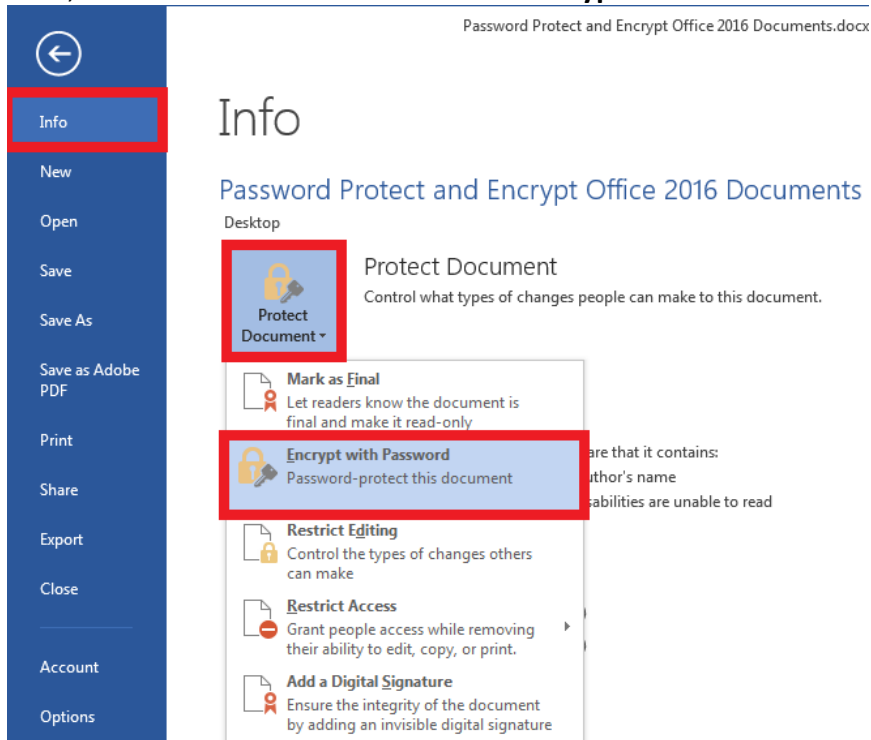
Word will then prompt you to enter a password. Please enter the password and click **OK**.
NOTE: Make sure that the password complies with UTEP minimum password security requirements.

If you are prompted to **Confirm Password**, please reenter the password you entered in the previous step.
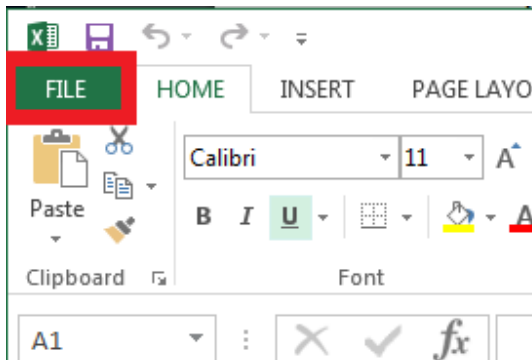
CAUTION – Make sure you store the password in a secure manner. If you forget the password you <u>WILL NOT</u> be able to access the file!

When you/another user tries to open the file, the following screen appears; simply enter the password.
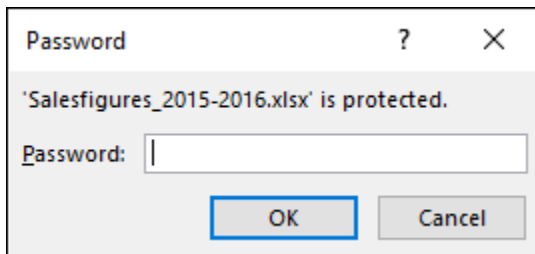
Excel 2013

Open the Excel document that you want to encrypt/password protect.
Click **File** Menu tab located on the far-left corner of the file:

Next, select **Info** > **Protect Workbook**

Then select **Encrypt with Password**

Excel will then prompt you to enter a password. Please enter the password and click **OK**. **NOTE:** Make sure that the password complies with UTEP minimum password security requirements.

If prompted to **Confirm Password**, please reenter the password you entered in the previous step.