#### Password Protect and Encrypt Office 2016 Documents

Learn how to utilize a feature that is built right into Office 2016 that will enable you to add a layer of encryption to your data sensitive information to your documents. Helpful tip: If you are emailing a password protected file, DO NOT send the password in the email along with the password protected file, send it in a separate email. Follow the steps below on how to easily and quickly encrypt your Office 2016 documents.

#### Word 2016

Navigate to the File tab:



Open "Info" tab, click on "Protect Document" and select "Encrypt with password"



Enter a password that is not personal and is complex

Encrypt Document 🛛 ? 🛛 🗙
Encrypt the contents of this file Passwo <u>r</u> d:
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)
OK Cancel

## Confirm your password

L.	
)	Confirm Password ? ×
1	Encrypt the contents of this file <u>R</u> eenter password:
	Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.) OK Cancel

# Your document is now password protected protected

¢	lucto
Info	INTO
New	
Open	Protect Document
Save	Document *
Save As	
Save as Adobe PDF	Check for Document and author's name
Print	Issues  Headers and footers
Share	Content that people with disabilities are unable to read
Export	Manage Document Check in, check out, and recover unsaved changes.
Close	Manage Document +

Provide password to file recipient, share file and upon opening file this screen will be presented to enter password

Password ? ×
Enter password to open file C:\Users\cdmclellan\Desktop\Test Doc.docx
OK Cancel

#### PowerPoint 2016

Navigate to the File tab:



# Open "Info" tab, click on "Protect Document" and select "Encrypt with password"



### Enter a password that is not personal and is complex

Encrypt Document 📍 🗙
Encrypt the contents of this file Passwo <u>r</u> d:
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)
OK Cancel

### Confirm your password



## Your document is now password protected



Provide password to file recipient, share file and upon opening file this screen will be presented to enter password

Password	?	×		
Enter password to open file C:\Users\cdmclellan\Desktop\Test Doc.docx				
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#### Excel 2016

Navigate to the File tab:



Open "Info" tab, click on "Protect Document" and select "Encrypt with password" Please note the option to protect current sheet also.



Enter a password that is not personal and is complex



### Confirm your password

~	icu i copic					
5	Confirm Password ? ×					
Encrypt the contents of this file <u>Reenter password:</u>						
	Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)					
	OK Cancel					

Your document is now password protected

Info	
Protect Workbook *	Protect Workbook

Provide password to file recipient, share file and upon opening file this screen will be presented to enter password

Passw	vord	2 ×
Enter password to ope C:\Users\cdmclellan\De	n file sktop\Test	Doc.docx
ОК	(	Cancel