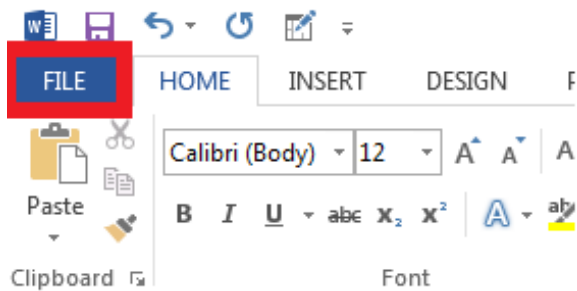


How to Password Protect Microsoft Word and Excel 2013 Documents

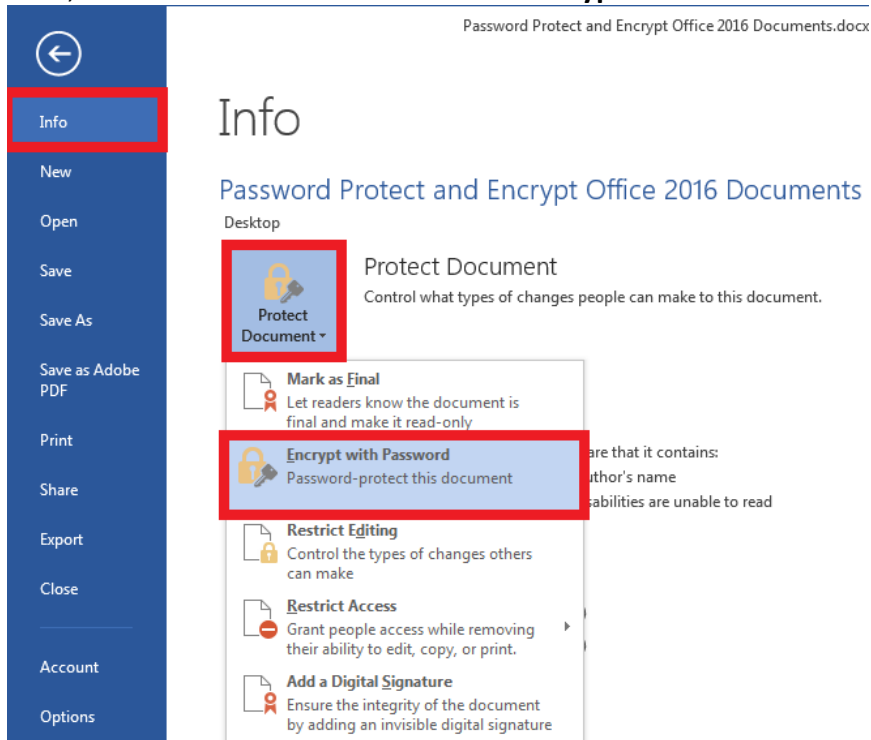
Encrypting and password protecting Microsoft Word and Excel files is a simple matter. There are a couple of simple rules to remember, though. First, if you are emailing a password protected file, DO NOT send the password in the email along with the password protected file. Instead, have the recipient 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**



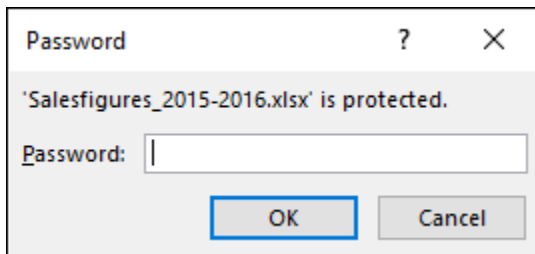
Word will then prompt you to enter a password. Please enter the password and click **OK**.
NOTE: Make sure that the password complies with UTEP minimum password security requirements.



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

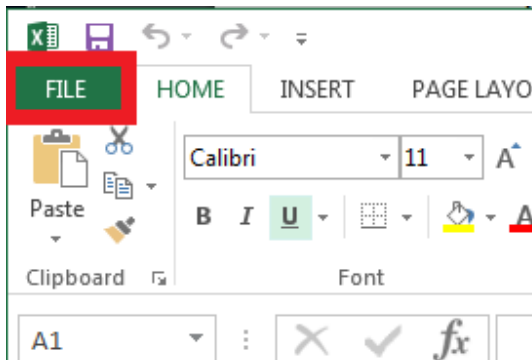
CAUTION – Make sure you store the password in a secure manner. If you forget the password you WILL NOT be able to access the file!

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**

Book1

Info

Protect Workbook

Control what types of changes people can make to this workbook.

Inspect Workbook

Before publishing this file, be aware that it contains:

- Author's name and absolute path

Versions

There are no previous versions of this file.

Browser View Options

Pick what users can see when this workbook is viewed on the Web.

Then select **Encrypt with Password**

Protect Workbook

Control what types of changes people can make to

Mark as Final

Let readers know the workbook is final and make it read-only.

Encrypt with Password

Require a password to open this workbook.

Protect Current Sheet

Control what types of changes people can make to the current sheet.

Protect Workbook Structure

Prevent unwanted changes to the structure of the workbook, such as adding sheets.

Restrict Access

Grant people access while removing their ability to edit, copy, or print.

Add a Digital Signature

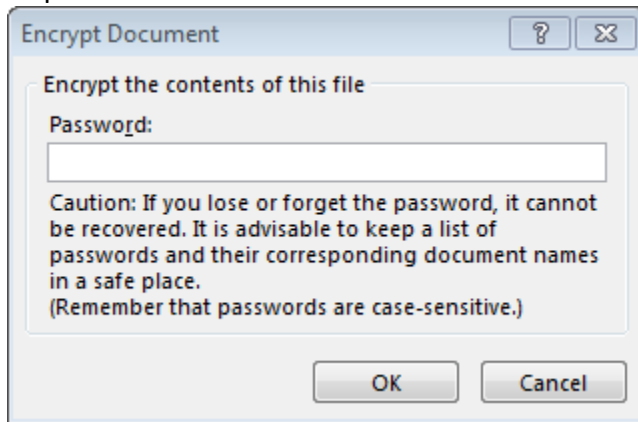
Ensure the integrity of the workbook by adding an invisible digital signature.

that it contains
ath

of this file.

orkbook is view

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.