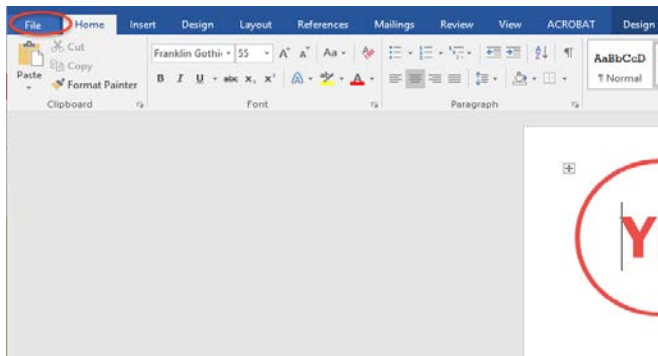


Password Protect and Encrypt Office 2016 Documents

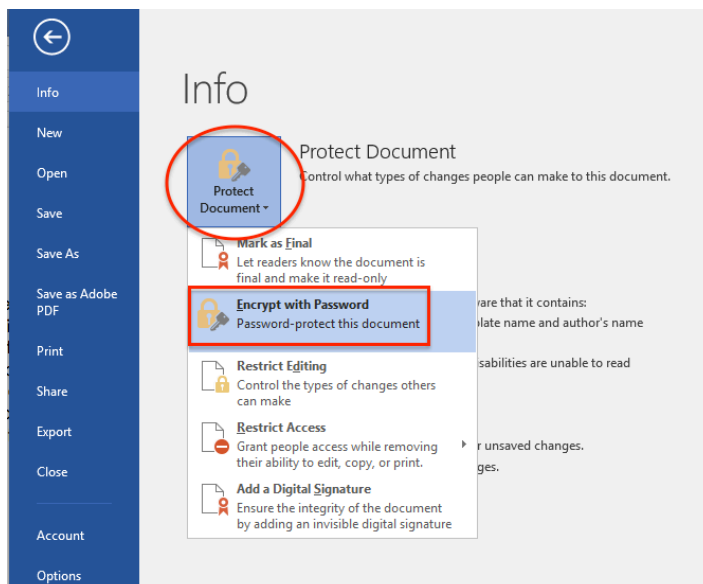
Learn how to utilize a feature that is built right into Office 2016 that will enable you to add a layer of encryption to your data sensitive information to your documents. Helpful tip: If you are emailing a password protected file, DO NOT send the password in the email along with the password protected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



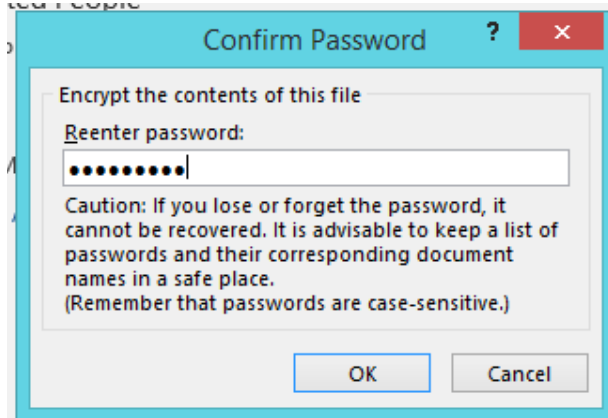
Open "Info" tab, click on "Protect Document" and select "Encrypt with password"



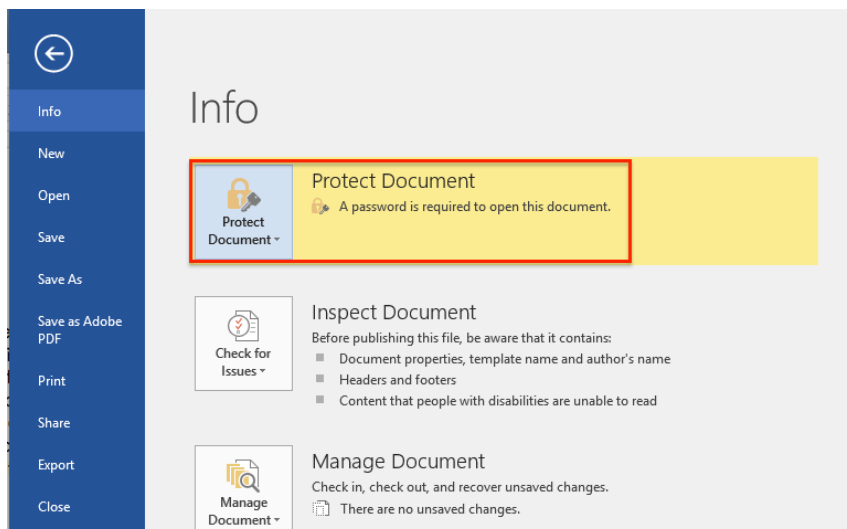
Enter a password that is not personal and is complex



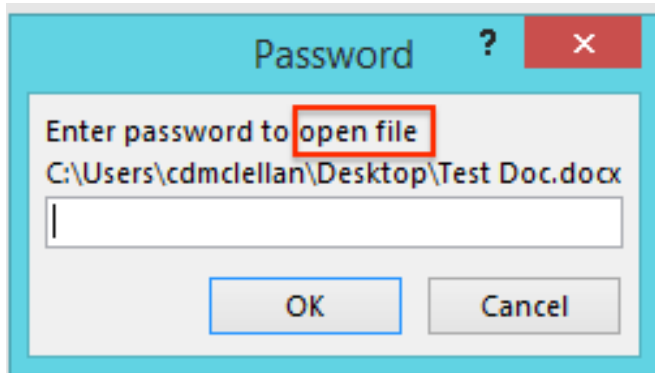
Confirm your password



Your document is now password protected

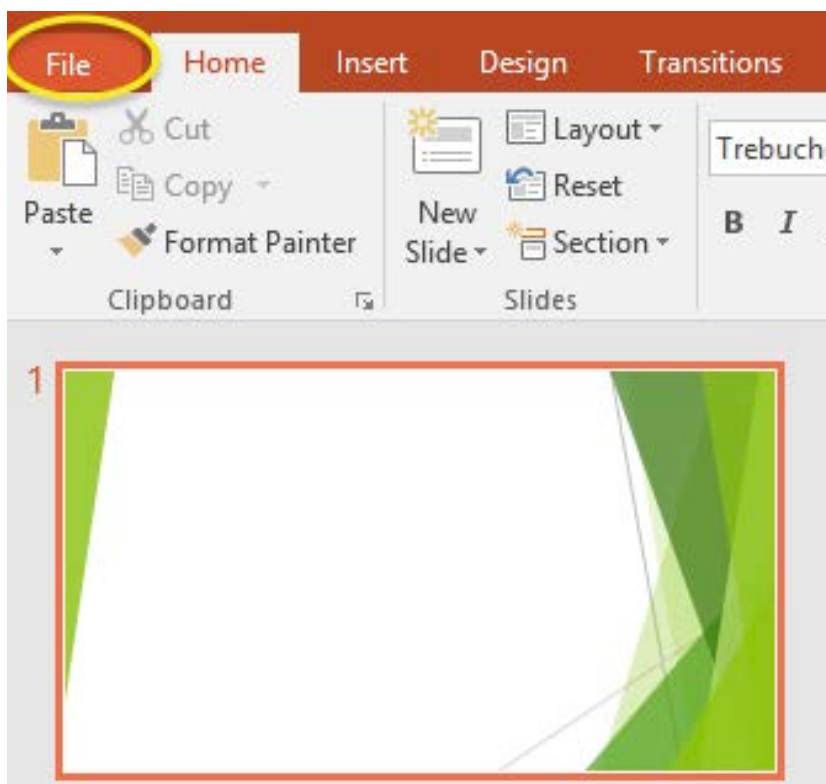


Provide password to file recipient, share file and upon opening file this screen will be presented to enter password

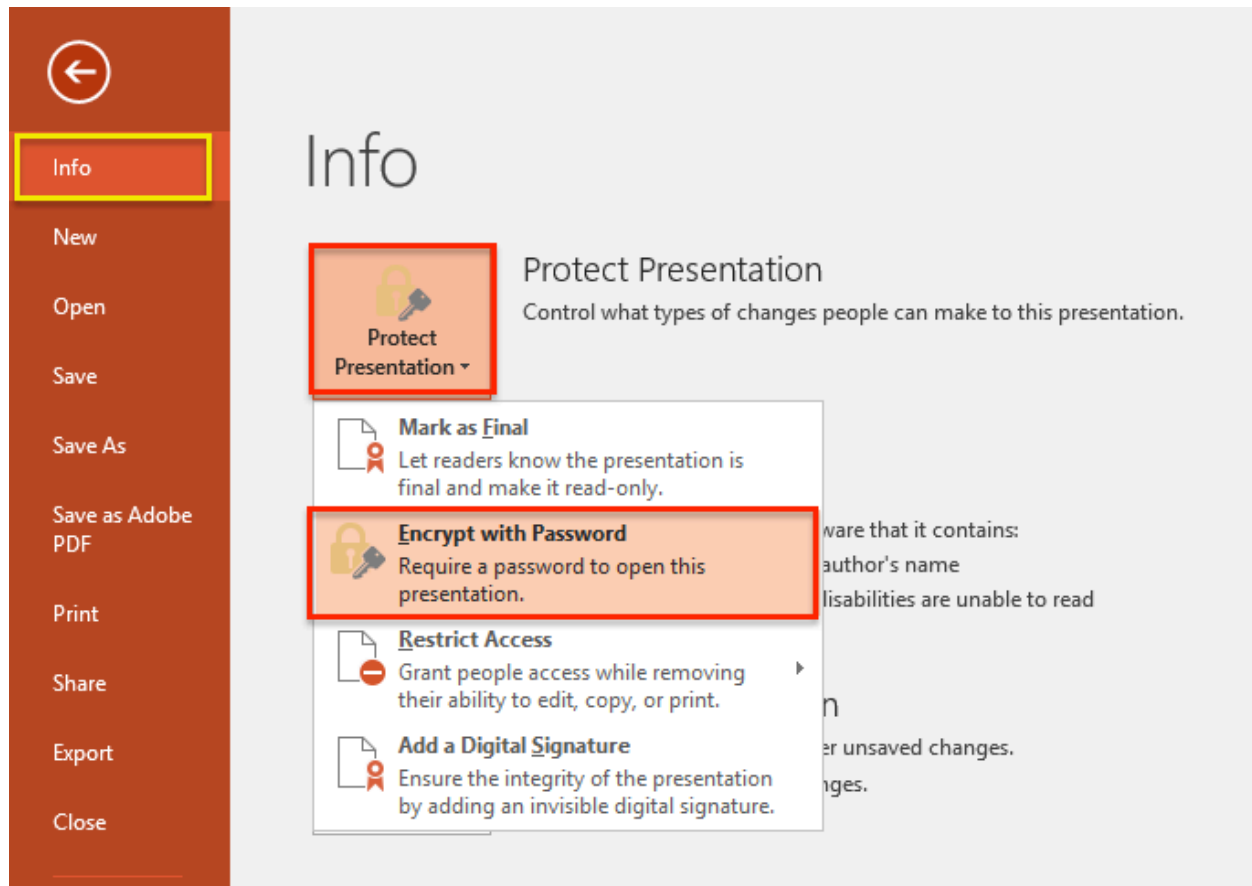


PowerPoint 2016

Navigate to the File tab:



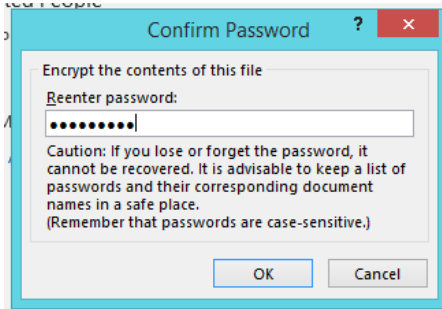
Open "Info" tab, click on "Protect Document" and select "Encrypt with password"



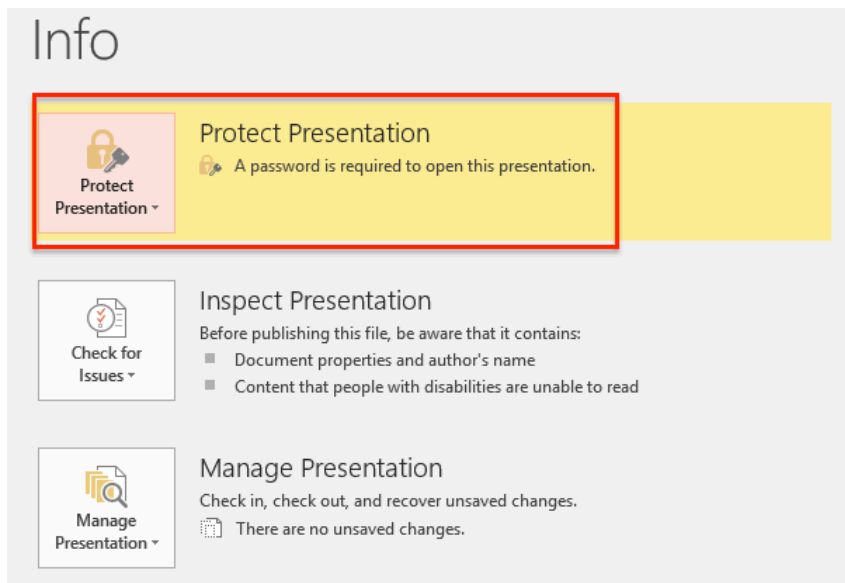
Enter a password that is not personal and is complex



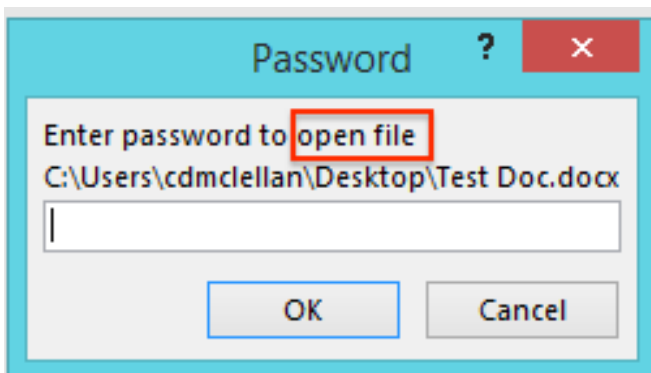
Confirm your password



Your document is now password protected

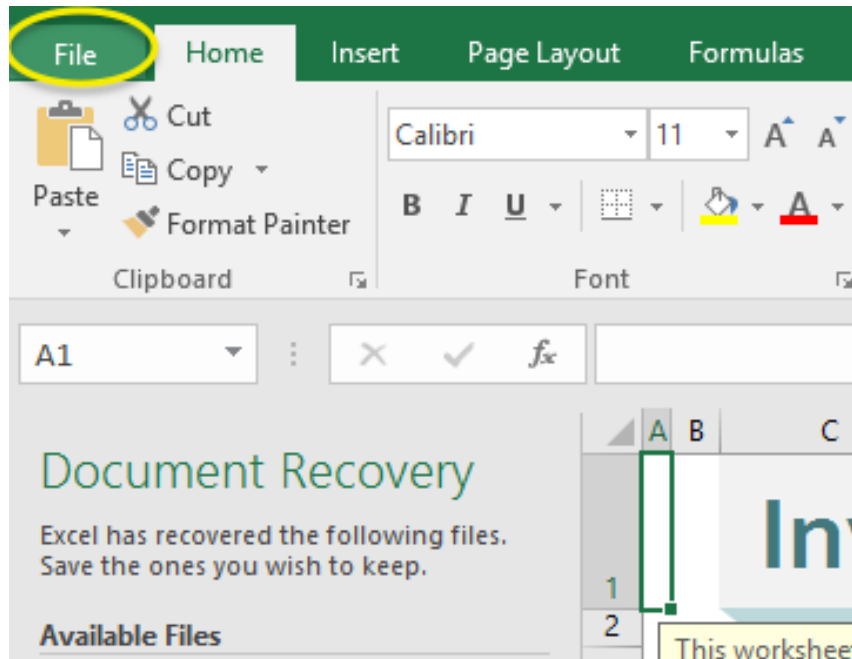


Provide password to file recipient, share file and upon opening file this screen will be presented to enter password

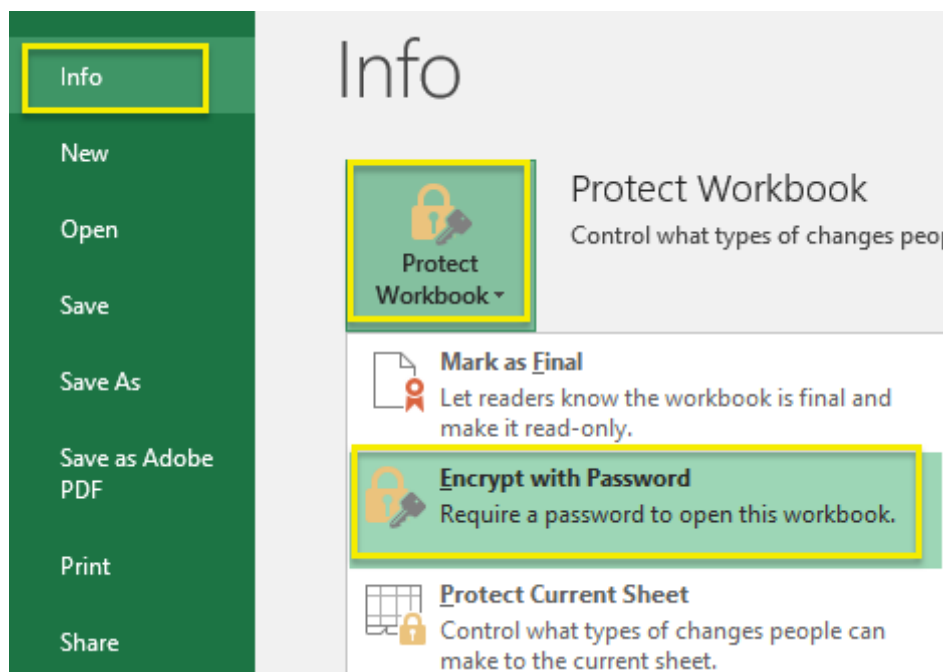


Excel 2016

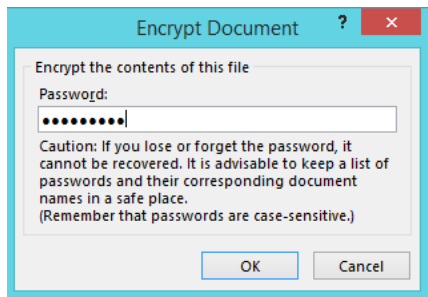
Navigate to the File tab:



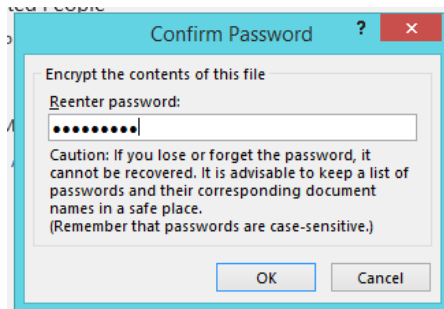
Open "Info" tab, click on "Protect Document" and select "Encrypt with password" Please note the option to protect current sheet also.



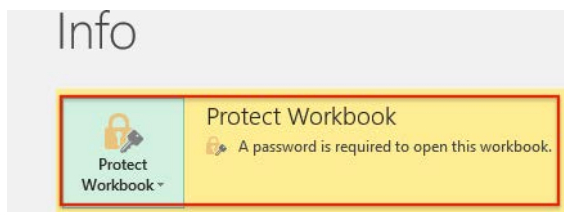
Enter a password that is not personal and is complex



Confirm your password



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

