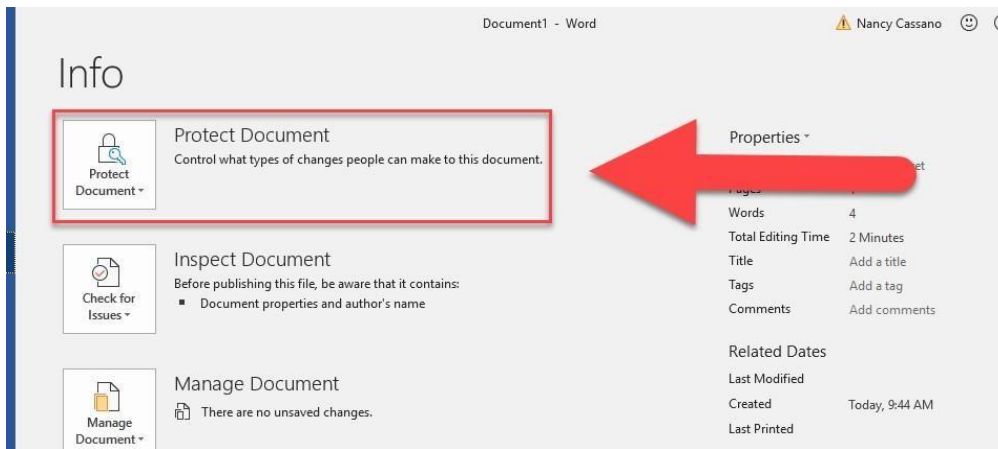


Protecting a File with Encryption/Password

1. Begin your new document or Excel file
2. From **File** menu select **“Info”> “Protect Document/Worksheet”**



3. Select **“Encrypt with Password”**
4. Enter is a secure password, click on OK. Re-enter password again, click on OK.

Note: If you forget your password, it CANNOT be recovered.



5. Save file to desired location
6. Attach the protected file via E-Mail. Share the password with the recipient over the phone or in person.

Keep your data safe!





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