

Setting Encryption for Microsoft Office Access 2007 Files

Note: These directions work for Access 2007 only. Separate directions for Excel, Word, and PowerPoint 2007 are on another sheet.

- 1) Open the database file you'd like to encrypt
- 2) Click the **Database Tools** tab
- 3) Click the **Encrypt with Password** option on the top right of the **Ribbon**
- 4) Type a password in the box that appears. Please note the following:
 - A strong password can contain letters, numbers, and symbols
 - **Make note or remember this password.** Once set, it cannot be recovered if forgotten
 - This password protects the entire file and stops someone from opening the file if they don't know the password; however, if the file is open, the password does not stop someone from editing the file
- 6) Type the password in again to confirm, and click **OK**. The file is now encrypted, and you must enter the password in order to open the file.