

Setting Encryption for Microsoft Office 2007 Files (Excel, Word, PowerPoint)

Note: These directions work for Excel, Word, and PowerPoint 2007. They do not work for Access 2007. Separate directions for this program are given on another sheet.

- 1) Click the **Microsoft Office Button** in the top left corner (round button on very top left)
- 2) Go to **Open** and open the file that you'd like to encrypt
- 3) Once the file is open, click the **Microsoft Office Button** again, and then click on **Prepare**
- 4) Under **Prepare**, click **Encrypt Document**
- 5) 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. The file is now encrypted, and you must enter the password in order to open the file.