

Setting Encryption for Microsoft Office 2003 Files (Excel, Word, Access, and PowerPoint)

- 1) Click the **File** Menu
- 2) Click on **Save As**
- 3) In the dialog box, click the **Tools** menu in the top right corner
- 4) Click on **General Options**. The **Save Options** dialog box opens.
- 5) Enter a password in both the **Password to open:** and **Password to modify:** fields. 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.
- 6) Click **OK**.