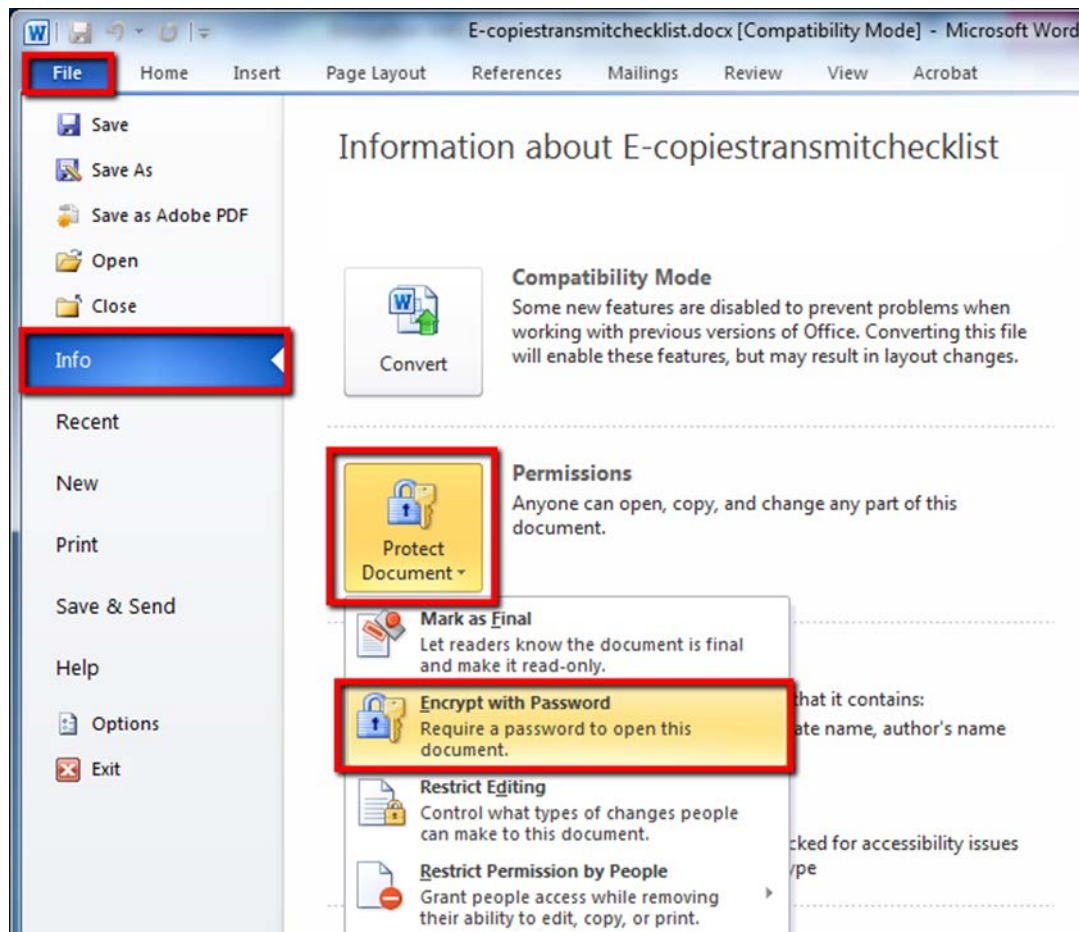


HOW TO PASSWORD PROTECT A WORD OR EXCEL 2010 DOCUMENT USING BUILT-IN PASSWORD ENCRYPTION

Step 1

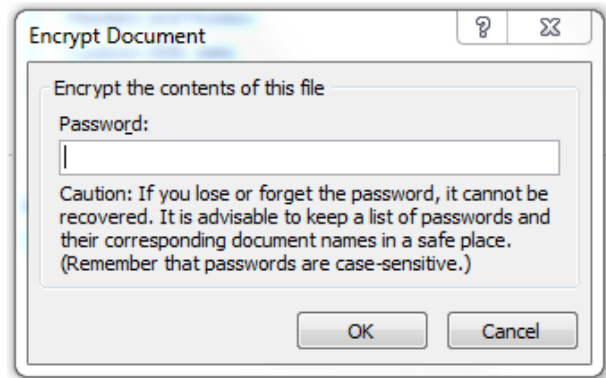
Click the **File** tab, then *Click Info*. On the menu to the right, *Click Protect Document* and *Click Encrypt with Password*.



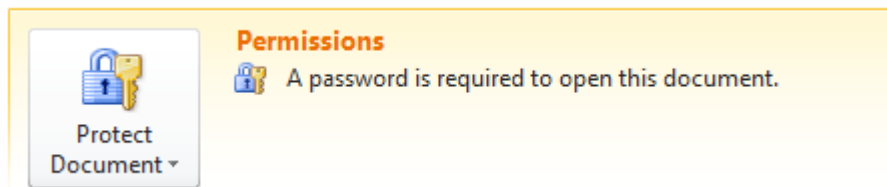
Step 2

The Encrypt Document dialog will appear. *Type* in a **password** and then *Click OK* to finish.

Please note – It's **very** important to use a **STRONG** password or pass phrase in step #2. Using a simple dictionary word will allow anyone with a \$100 password cracking app to gain access to your document. However, using a long **PASS PHRASE** (*IE: my house is yellow*) with 10 or more characters will significantly increase the encryption strength of the document and decrease the likelihood someone will be able to break the encryption and gain access to your document.



After choosing a password, your document should be protected!



Step 3

Phone the intended recipient of the email with the password. Do not include the password in the body of the email. Retain the password as IT will not be able to recover this password if it is lost).