

## How to password protect a Microsoft Word & Excel documents.

1. Click on the **Office** Button at the top of the page.

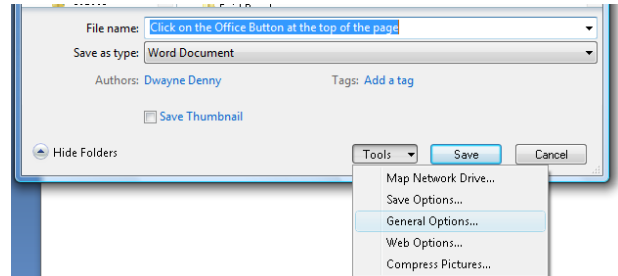


2. Click **“Save”** on new documents or **“Save As”** for existing documents.



Note: Do not click the expansion arrow.

3. On the **Save as Pop-up window**, click 'Tools' (next to save) then scroll down to **General options** (on the bottom right) and **choose a password**.



4. **Choose a password** for **opening** a document.

5. **Choose a password** for **modifying** a document.

6. **Use any password you can remember. If you are sending the document establish a password in advance. If you frequently send files to the same person, establish a password for all future documents or tell them the password over the phone.**