Password Protect Word or Excel Files

How to protect Word or Excel files with a password.
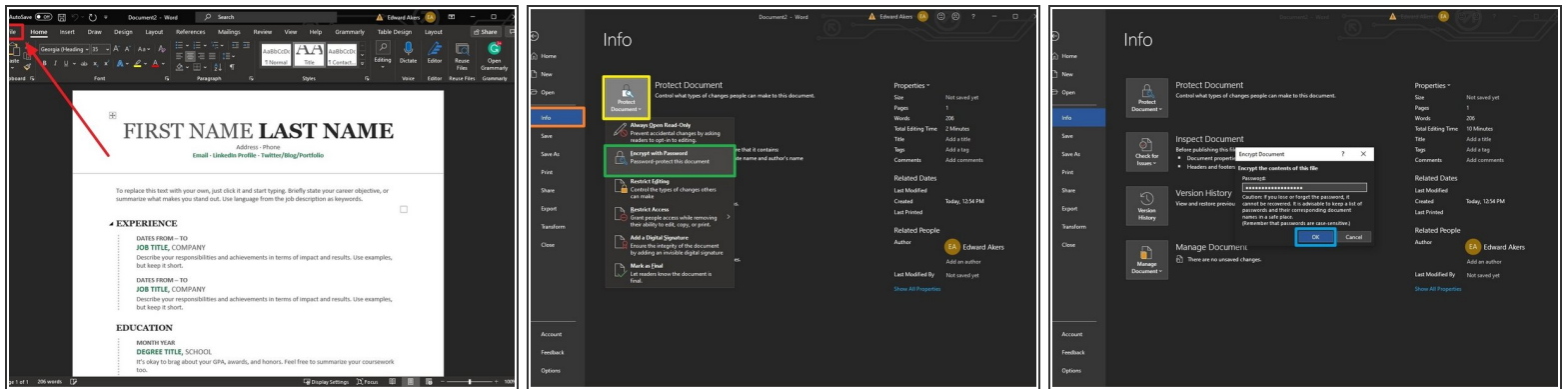
Written By: Edward Akers

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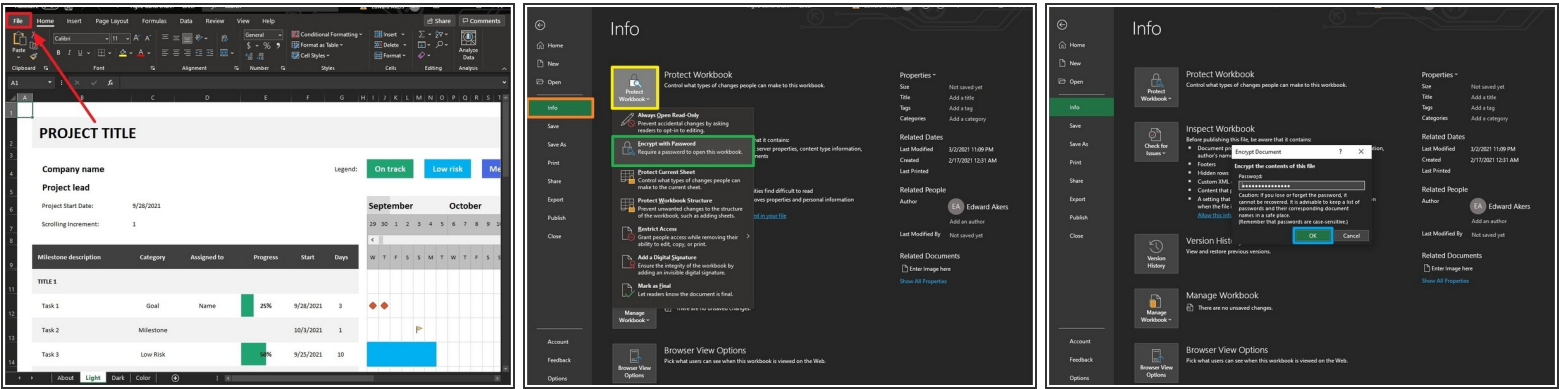
INTRODUCTION

If your Word document or Excel workbook contains sensitive or personally identifiable information (PII), you can encrypt it with a password to prevent unauthorized access. *Do not save the password and file in the same location. Also, when emailing the file to someone, do not send the password in the same email as the file.* **Finally, please be aware that if you lose or forget the password, it cannot be recovered or reset.**

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Step 1 — Protect a Word File

- Click **File** in the top left corner.

- Click **Info**.

- Click **Protect Document**.

- Choose **Encrypt with Password**.

- Enter a password and click **OK**.

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Step 2 — Protect an Excel File

- ● Click **File** in the top left corner.

- ● Click **Info**.

- ● Click **Protect Workbook**.

- ● Choose **Encrypt with Password**.

- ● Enter a password and click **OK**.

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