

## **Microsoft Word 2016 - Encrypting Files with Password Protection**

# Soloct Fil

Select File

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### Step 2

#### From the Info tab, select Protect Document > Encrypt with Password

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Info	Info	<b></b>			
New					
Open	Protect Document Propert Control what types of changes people Size	ies *			
Save	Document * Pages				
Save As	Mark as <u>Final</u> Let readers know the document is final and make it read-only	ıg Tim			
Print	Encrypt with Password				
Share	Password-protect this document	;			
Export	Control the types of changes others can make				
Close	Restrict Access Grant people access while removing their ability to edit, copy, or print.				
Account	Add a Digital Signature Ensure the integrity of the document by adding an invisible digital				
Feedback	signature				

www.ucd.ie/itsecurity



#### Step 3

The Encrypt Document dialog window appears. Type in a strong password and then click OK.

Encrypt Document	?	$\times$				
Encrypt the contents of this file						
Passwo <u>r</u> d:						
•••••						
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)						
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#### Step 4

You will be prompted to Re-enter your desired password in the Confirm password window and click **OK** 

Confirm Password		?	×			
Encrypt the contents of t	his file					
Reenter password:						
•••••						
Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)						
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#### Step 5

Once your password is entered, you must save your document for the encryption to take effect

Note: If you forget your password, this cannot be recover or the information contained in the file