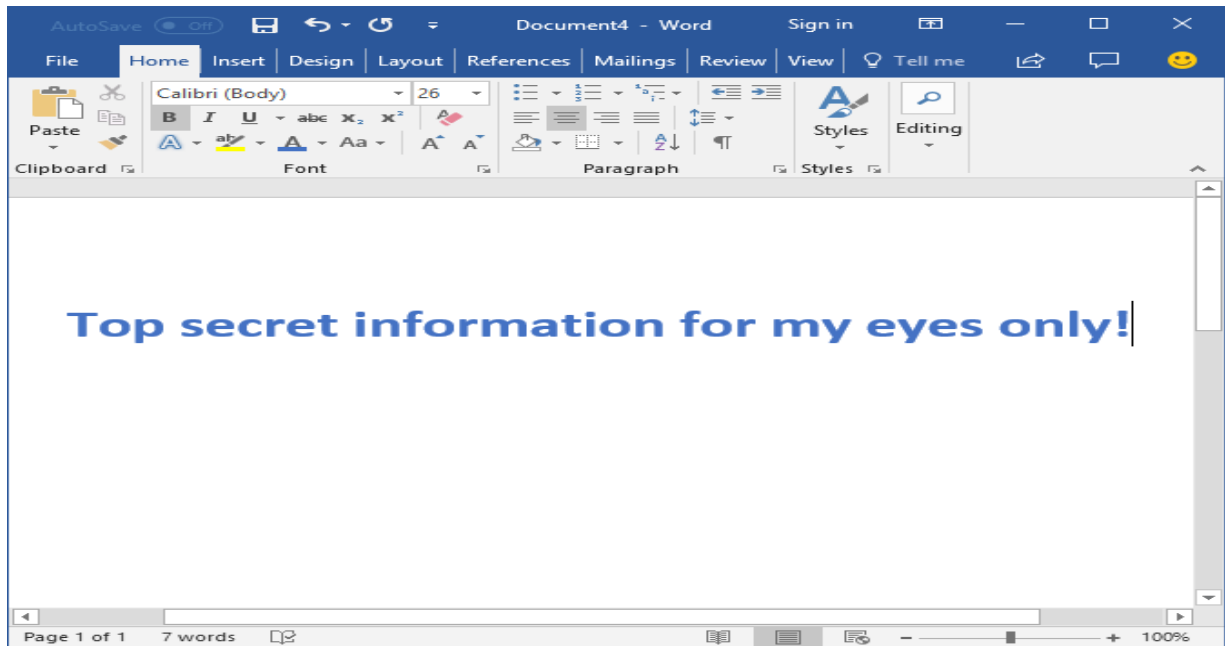# Microsoft Word 2016 - Encrypting Files with Password Protection
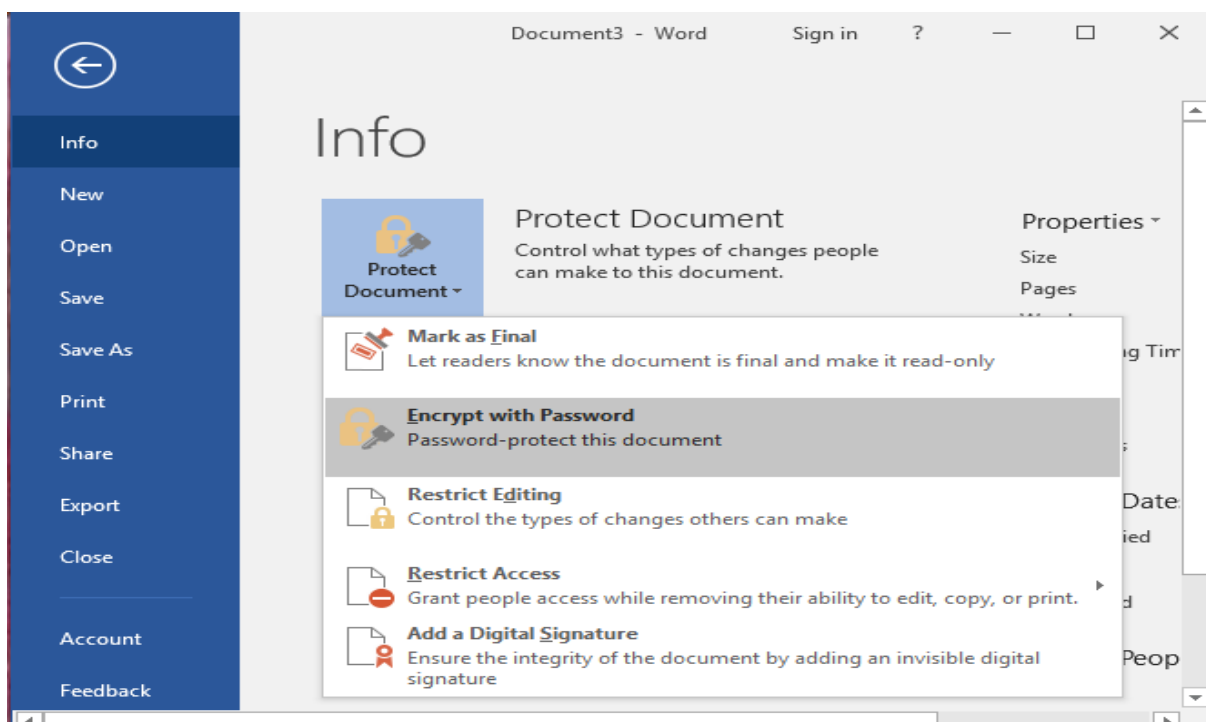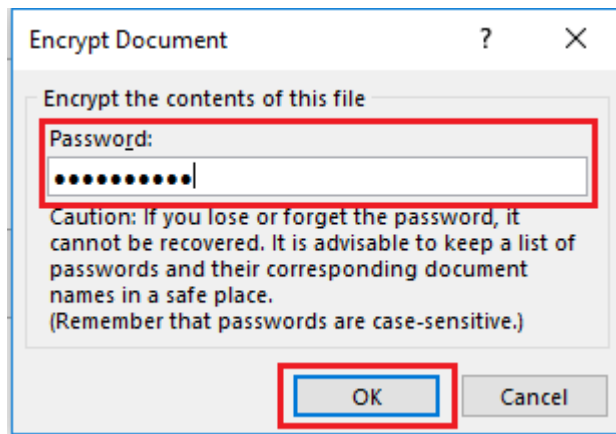
Step 1
Select File

Step 2
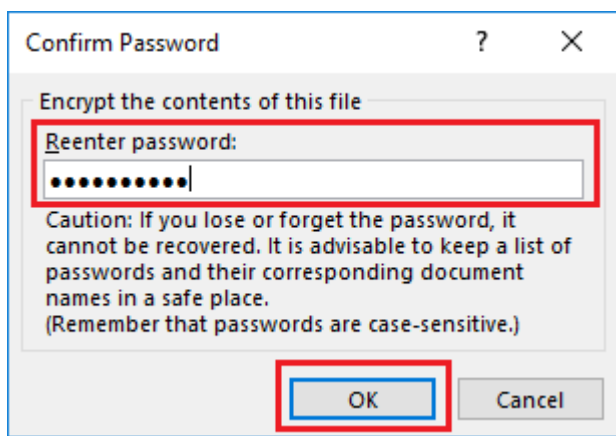From the **Info** tab, select **Protect Document > Encrypt with Password**

Step 3

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

Step 4

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

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