

## How To: Encrypt an Office 2011 for Mac file

The instructions below explain how to encrypt Microsoft Office 2011 for Mac files containing sensitive information (such as Social Security numbers or health information).

### Sharing the Password

The type of encryption described below requires assigning a password that must be known by anyone who will read/edit the encrypted document. Unlike a logon password, *this password has to be shared*.

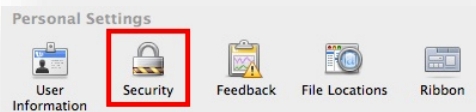
**Caution!** When you create a password for a document, write down the password and keep it in a secure place. If you lose the password, you won't be able to access the document.

Then, you must consider how you will share it.

1. **Verbally is best.** If possible, communicate the password verbally, such as over the phone or in person in a closed meeting.
2. **By e-mail (only if necessary)** If you must use e-mail to transmit the password, take these precautions:
  - a. Put the password in a *separate* e-mail message, separated in time if possible. Never send the password in the same e-mail with the encrypted file.
  - b. Be *certain* of the e-mail addresses to which you send the password. If you send the password to the wrong parties, you could be responsible for causing a breach of information.
  - c. Do not use the word "password" in the subject of the e-mail or the body of the message.
  - d. Do not state what document the password goes with. The message can be as simple as "Use this to open the document we are working on: XXXXXXXX."

### Encrypting an Office 2011 for Mac file

1. Open the Microsoft Office file you would like to encrypt.
2. From the **Word** menu, click **Preferences** and then select **Security** (under **Personal Settings**).



3. In the **Password to open** box, type a password, and then click **OK**.
4. In the **Confirm Password** box, type the password again, and then click **OK**. To save the password, save the file.