



How To: Encrypt an Office 2010/2013 File

The instructions below explain how to encrypt Microsoft Office 2010/2013 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.

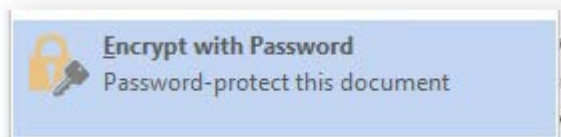
Caution! When you create a password for a document, write down the password and keep it in a secure place. If you lose the password, you won't be able to access the document.

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 2010/2013 File

1. Open the Microsoft Office file you would like to encrypt.
2. Click **File**, select **Info**, and select **Encrypt with Password** from the **Protect Document** drop-down.



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