

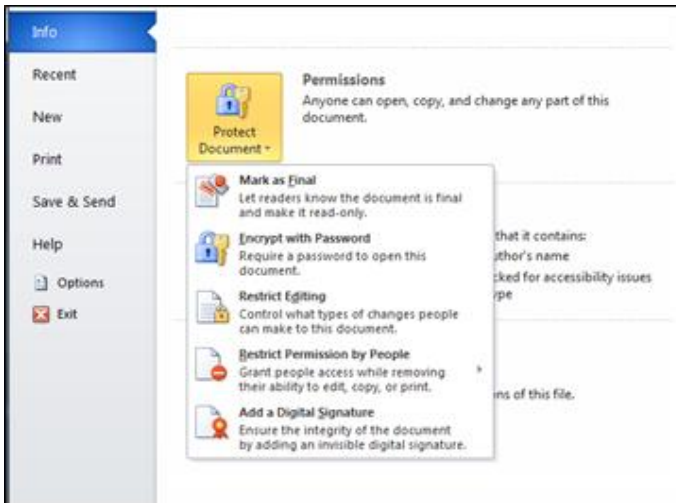
Encrypt a Microsoft Excel Workbook

If you have a MS Excel Workbook that contains sensitive information, you can password protect the workbook so that it can be safely transmitted via email or stored in a network file share. Be careful to not lose or forget the password as the workbook cannot be opened without it.

Step-by-step guide

To encrypt and password protect your workbook, follow these steps in Microsoft Excel

1. Open the doc you want to protect.
2. Choose **File > Info > Protect Workbook**.
3. Select **Encrypt with Password**.



4. The Encrypt Document dialog box appears; type your password into the text box and repeat when prompted.
5. Save your document - it is now encrypted and password-protected.



If you're sending the protected file to someone via email, be sure to provide the password to the recipient through a means that is **not email** such as a phone call or text message.

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