Encrypt Document with Password Protection

This tutorial will show you how to Encrypt a Document with a Password.

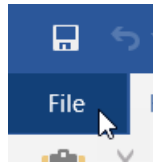**(Follow these same instructions to encrypt an Excel File or Powerpoint Slides)**
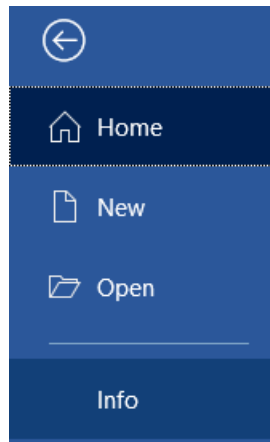
Word

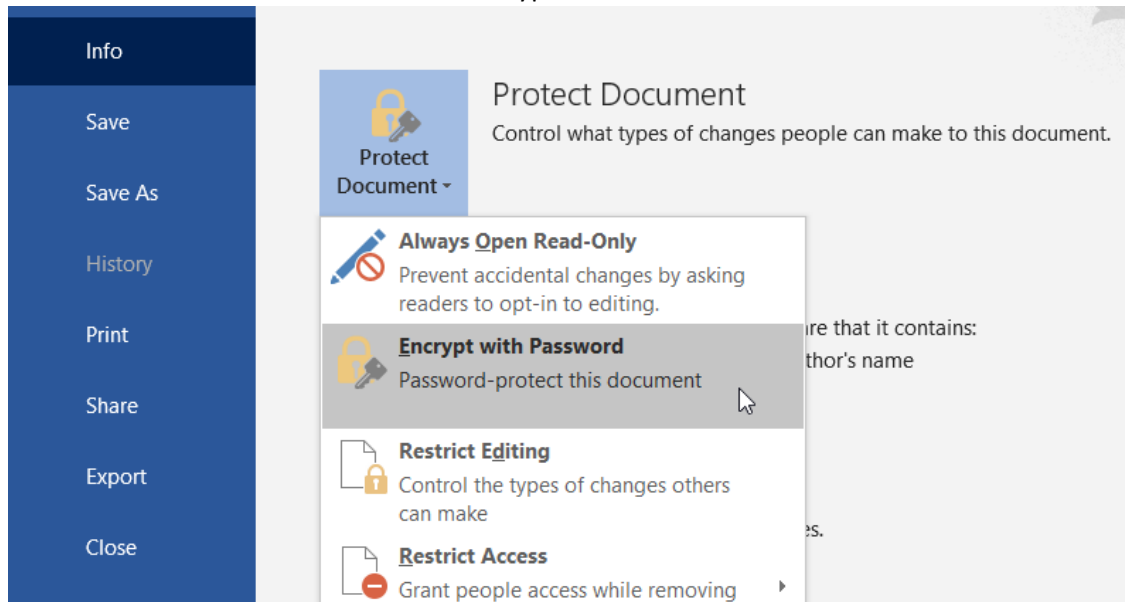Open Word

Word

1. Click File

2. Click Info

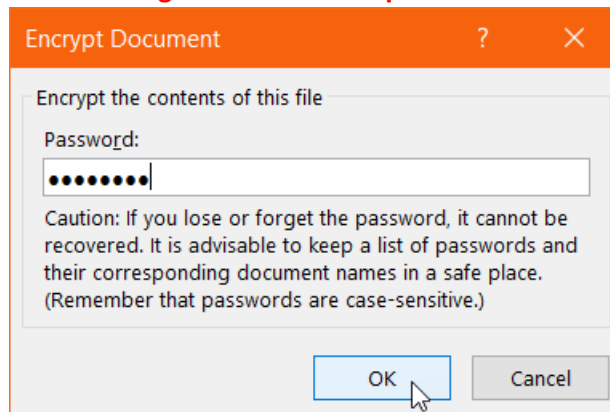3. Click Protect Document

Protect Document

Control what types of changes people can make to this document.

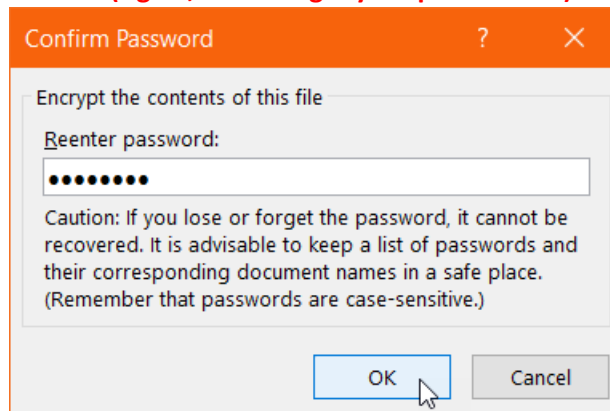4. Click Encrypt with Password

5. Enter in your Password

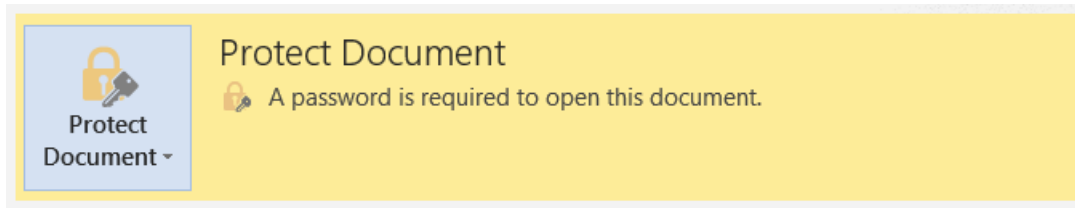**(Be sure not to forget it! Remember passwords are case-sensitive)**
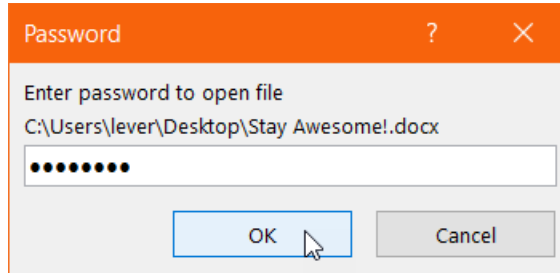

6. Confirm your Password by entering it again
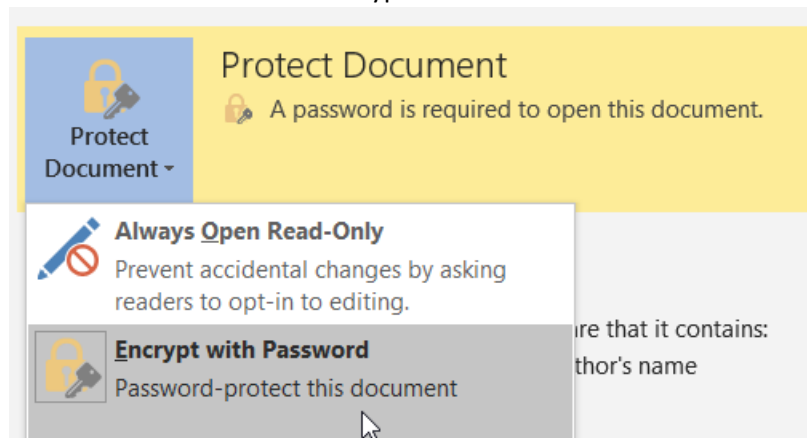
(Again, don't forget your password!!!)

brentschneider@leveragelean.com

7. Your document is now password protected

Protect Document

🔒 A password is required to open this document.

8. To confirm open your document again
(A popup will prompt you to enter your password to open the document)

Password   ?   ✕

Enter password to open file
C:\Users\lever\Desktop\Stay Awesome!.docx

●●●●●●●●

OK   Cancel

9. If you want to un-encrypt this document navigate back to Protect Document.
Select Encrypt with Password

Protect Document

🔒 A password is required to open this document.

Always Open Read-Only
Prevent accidental changes by asking
readers to opt-in to editing.

Encrypt with Password
Password-protect this document

10. Clear the existing password. Click Ok

Encrypt Document   ?   ✕

Encrypt the contents of this file

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.)

OK   Cancel