

Lock and
Encrypt a
Document



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This manual contains pertinent
information about Locking and
Encrypting sensitive documents.

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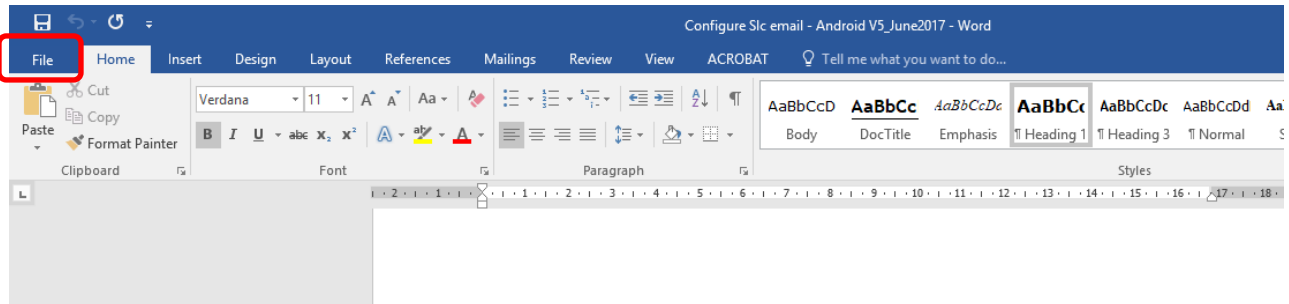
Lock and Encrypt files

About

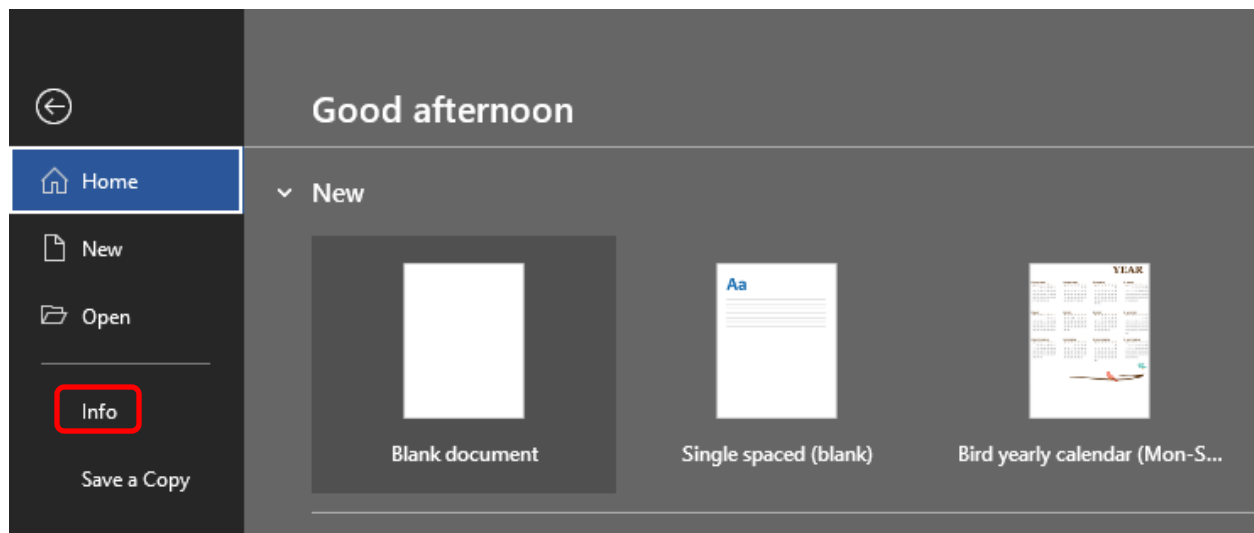
When dealing with sensitive information, it is important to be aware of the security of your files. Below you will find instructions on locking and encrypting Microsoft Office files.

How to Lock and Encrypt Files

- 1) To Lock and encrypt the file, you will need to have the document open on your screen. In the top left corner, click on the **File** tab.

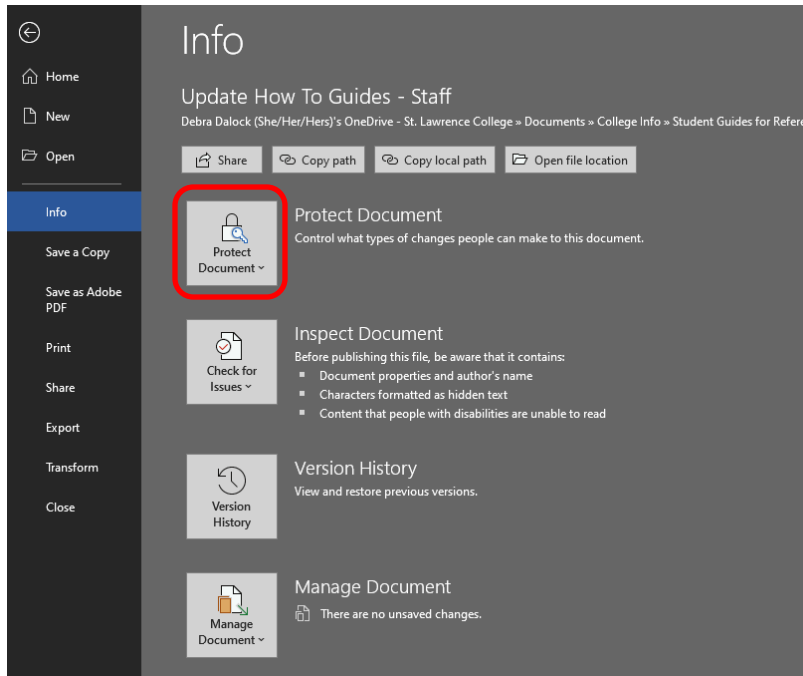


- 2) This will then open the **File Menu**. On the first screen that loads, click on 'Info'.

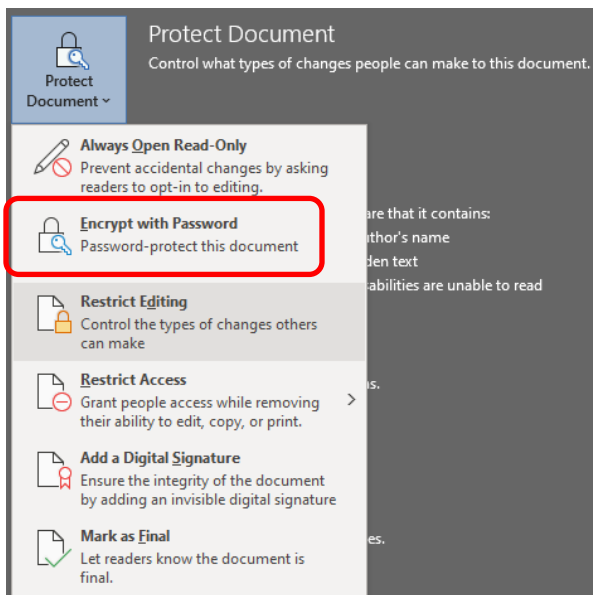


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- 3) You will have options to Protect the Document, Inspect the Document, view Previous Versions, and Manage the document.

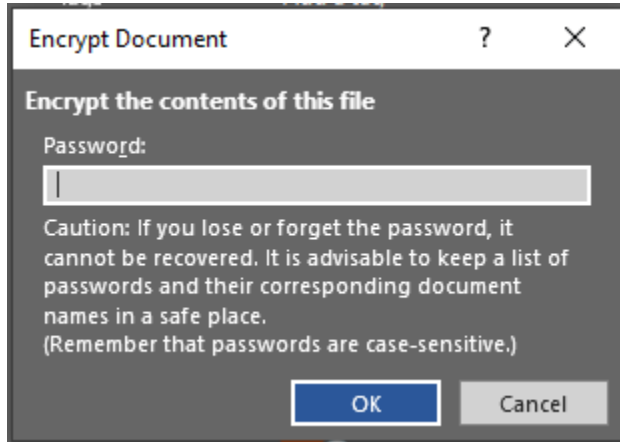


- 4) When you click the 'Protect Document' button, a new window will open. On this menu, you will need to select **Encrypt with Password**

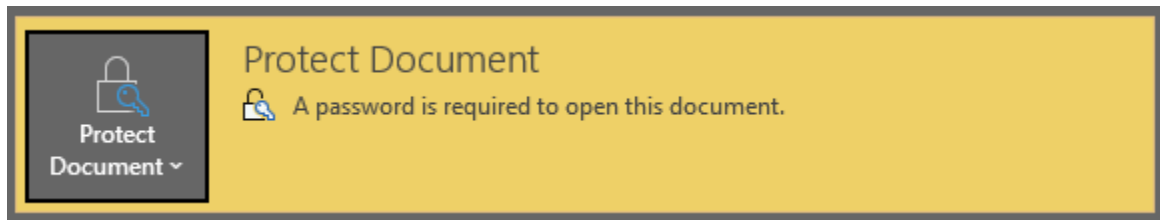


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- 5) You will then see a dialog box opening with a field for you to enter a password. You will need to enter the chosen password twice. Next, click on 'OK'



- 6) You will then notice a message under Protect Document saying "A password is required to open this document".



The document is now locked and encrypted. If you are sharing the document, all users will need to use the same password.

A word of caution: If you Password Protect (Encrypt) the document, and lose the password, you will no longer be able to open the document!