

# Lock and Encrypt a Document



# St. Lawrence College

This manual contains pertinent information about how to secure a Microsoft Office file. This includes MS Word, PowerPoint, Excel and many more.

May 2019

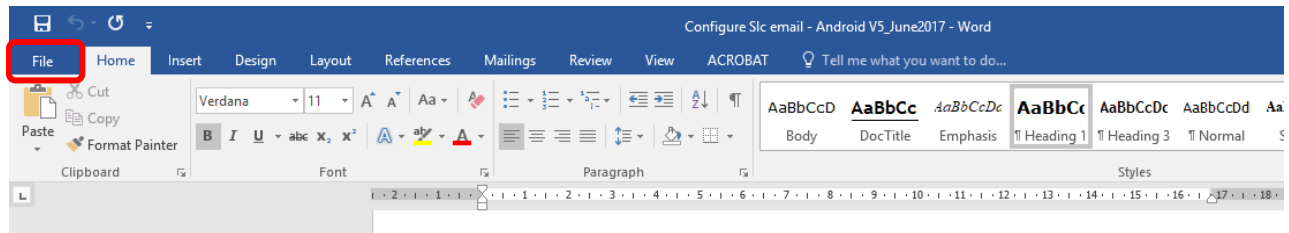
## Lock and Encrypt files

### About

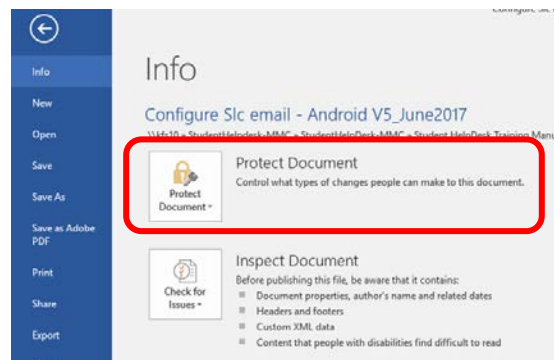
When dealing with sensitive information, it is important to be aware of the security of your files. Below you will find instructions on locking and encrypting Microsoft Office files.

### How to Lock and Encrypt Files

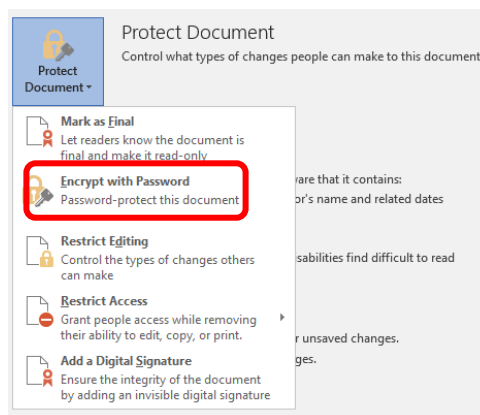
- 1) To Lock and encrypt the file you will need to have the document open on your screen. In the top left corner, you will have the **File** menu.



- 2) This will then open the **File Menu**. On the first screen that loads you will have options to Protect Document, Inspect Document and Manage document.



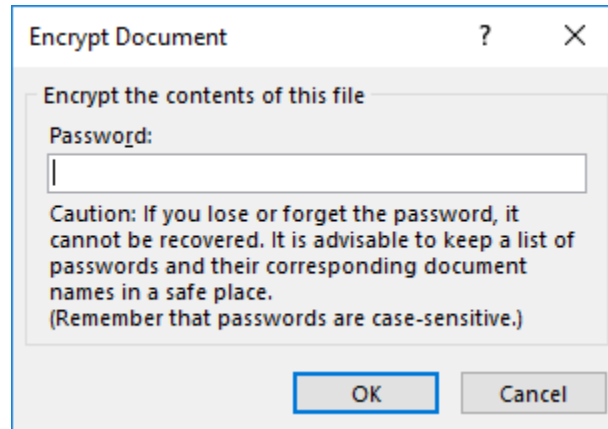
- 3) When you click the protect document button a menu will open. On this menu you will need to select **Encrypt with Password**



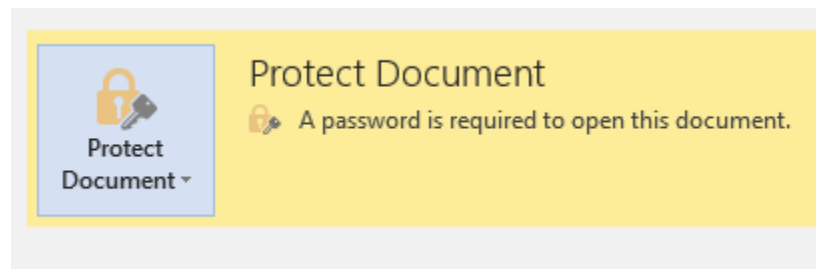
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- 4) You will then see a dialog box opening with a field for you to enter a password. You will need to enter the chosen password twice.



- 5) 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.