Information Technology

ENCRYPTION AND PASSWORD PROTECTION FOR DOCUMENTS - QUICK GUIDE

INTRODUCTION

This document provides the steps needed to password protect Microsoft Office Word, PowerPoint and Excel documents.

WINDOWS

Microsoft Office 2010 Word, Excel and Powerpoint

1. Select the **File** tab.
2. Select **Info**.
3. Select **Protect Document** and then select **Encrypt with Password.** Be sure to use a 'strong or valid' password. Visit the [User ID and Password](#) webpage for password instructions.
4. In the **Encrypt Document** box, enter a password and select **OK**.
5. In the **Confirm Password** box, enter the password again and select **OK**.

   NOTE: If you misplace or forget a password, Microsoft cannot recover it.

MACINTOSH

Microsoft Office 2011 Word, Excel and Powerpoint

1. Select **File** and **Save As**.
2. Enter a **file name**.
3. Select the **Options** button from the **Save As** dialog box.
4. Select the **Show All** button.
5. In the **Personal Settings** area, select the **Security** icon.
6. The **Preferences** pane displays. Enter a password in the **Password to Open field**, enter the password again and select **OK**. Be sure to use a 'strong or valid' password. Visit the [User ID and Password](#) webpage for password instructions.

   NOTE: If you misplace or forget a password, Microsoft cannot recover it.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (http://techsupport.csun.edu) or in person in (Oviatt Library, Room 33).

California State University
Northridge