

This guide covers how to password protect your files in Microsoft Office 2013.

PASSWORD PROTECTION

Password protection, or encrypting your files with a password, is a method of securing your documents to make sure that only you and those who have been provided the password are able to view or edit a document. When a password protected document or file is opened, you must enter in a password in order to view or edit the document.

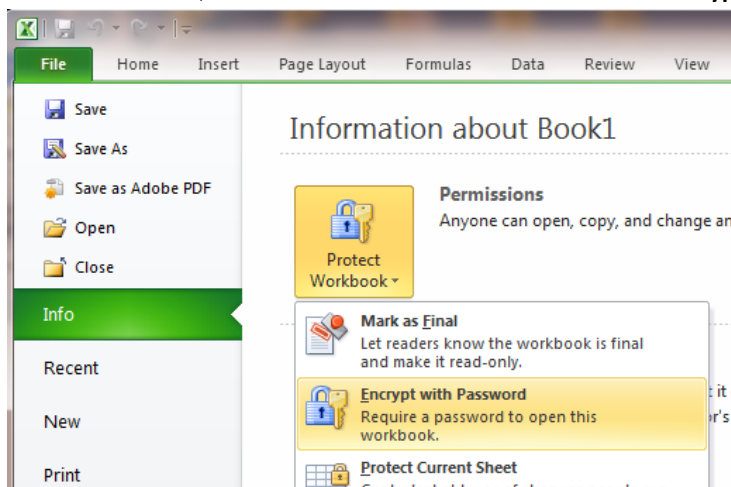
Some important things to note when password protecting a file:

- You will want to choose a secure password, using multiple characters and a mix of upper and lowercase letters and numbers.
- You will want to choose a password you can remember. **If you forget the password to the document, there is no way to recover the password or otherwise open the file.** Information Technology will not be able to help you get into a file where the password does not work.
- Password protection does not prevent a file from being moved, copied, renamed, or deleted, only from being viewed or edited.

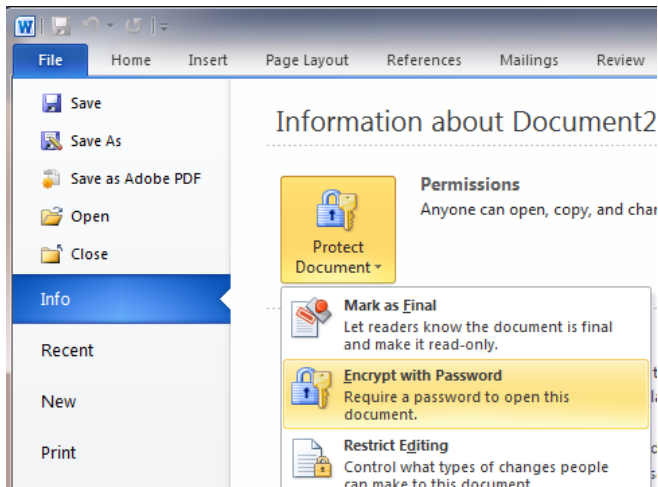
MICROSOFT OFFICE 2013

Microsoft Office 2013 programs all have the ability to encrypt a file with a password for protection. To password protect your file, first open it, and then click the **File tab** and then click **Info**.

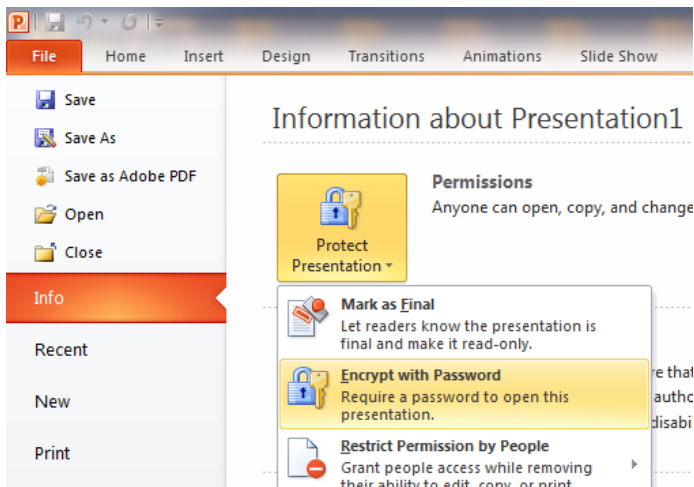
- In Microsoft Excel, click **Protect Workbook** and then choose **Encrypt with Password**.



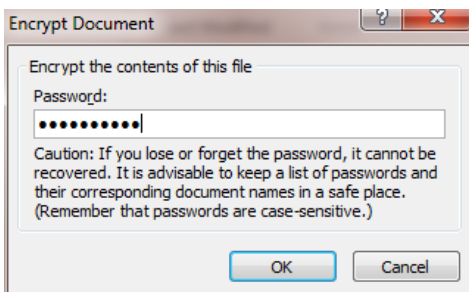
- In Microsoft Word, click **Protect Document** and then click **Encrypt with Password**.



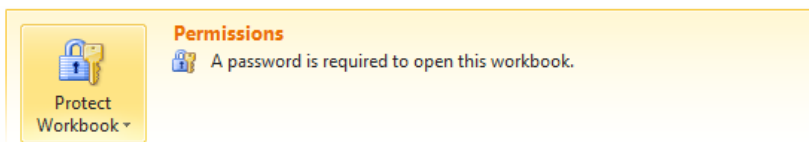
- In Microsoft PowerPoint, click **Protect Presentation** and then choose **Encrypt with Password**.



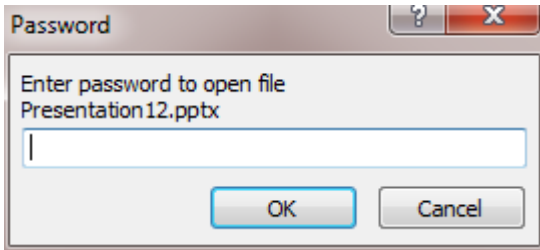
The **Encrypt Document** window appears. Enter your password, and then reenter it in the next screen. Again, it is important to remember that **if you lose or forget the password, it cannot be recovered**. Passwords are case-sensitive.



The info section will now show that a password is required to open the file.



When you try to open the password protected file, a password window will appear:



To remove the password from a file, follow the same steps as above, and when prompted to enter the password in the **Encrypt Document** window, remove the password and click **OK**.