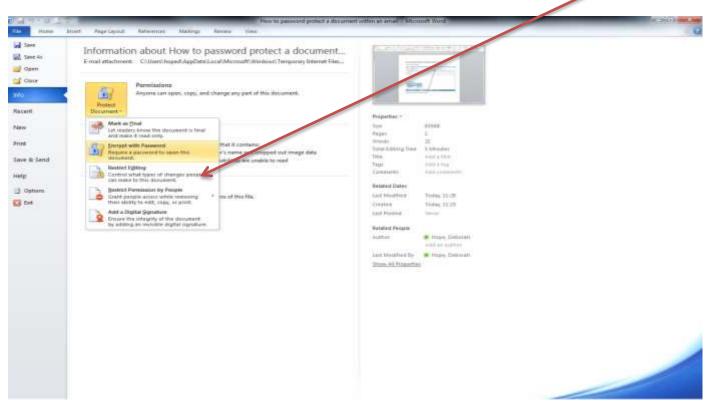
## 1. How to password protect a document

Once you have saved your document, click on <u>FILE</u> and select <u>PROTECT DOCUMENT</u> and then click on <u>ENCRYPT WITH</u> <u>PASSWORD</u>



A new box will open asking you to type in your password, press OK and it will ask you again to re-enter the same password. Press OK again and then <u>SAVE</u> the document and close

## 2. How to password protect a document within an email

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Click on FILE and select PROTECT DOCUMENT and then click on ENCRYPT WITH PASSWORD

A new box will open asking you to type in your password, press OK and it will ask you again to re-enter the same password. Press OK again and then <u>SAVE</u> the document and close

Before sending your email you can check if the password has been set by opening the document within the email and it will ask you to enter the password

