**How to Encrypt an Excel Document**

Confirm you have Adobe Acrobat XI Pro (or try with earlier versions). IT can now install it for free on your computer.

Open the word document you would like to encrypt.

Click on File

Click on “Protect Workbook” by Permissions

From drop down box choose “Encrypt with Password”

A new box will open. Encrypt Document

Create a password to open the document. Use a variety of lower case & upper case letters, numbers and symbols. Enter it in Encrypt the contents of this file under Password:

Click OK

Another box will open. Confirm Password. Encrypt the contents of the file. Re-enter password:

Enter the password that was created for this document.

Click OK

You will now see under Permissions it says a password is required to open this workbook.

You can go back into your document by choosing one of the tabs along the ribbon or just

Save the document from where you are.

Call person that you are emailing document to and give them the password to open the file. Do not leave a message unless you are sure that only that person has access to the messages. Do not email the password, even in a separate email.

Additional things to consider:

Prepare for Sharing (under Permissions)

Click “Check for Issues”

From the drop down menu choose “Inspect Document”

The Document Inspector box will open

Click “Inspect”

It will generate a report of areas to review

For example Document Properties and Personal Information – click Remove All (It will remove hidden properties.) Then you can Re-Inspect or Close the window.