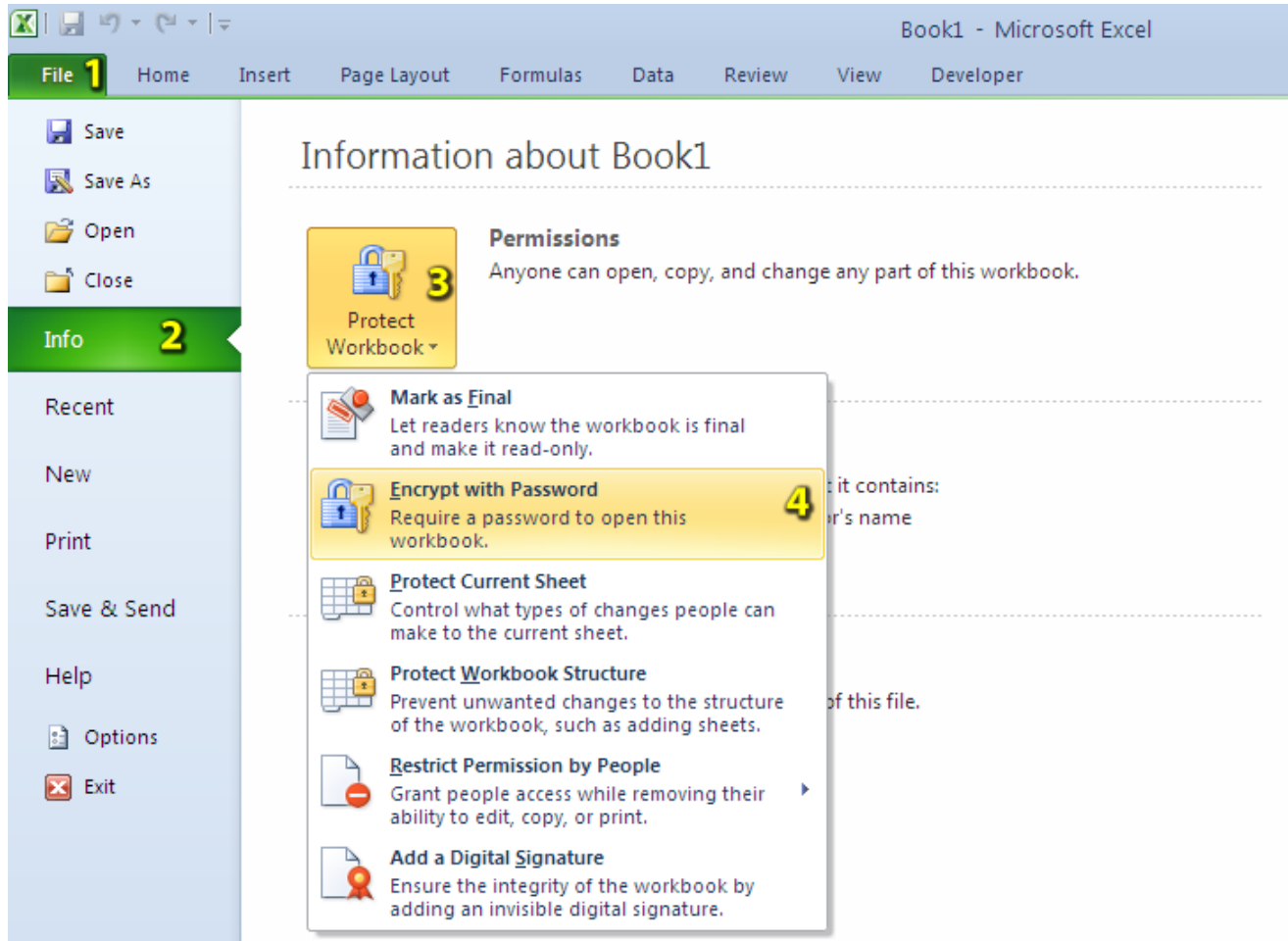


HOW TO ENCRYPT A DOCUMENT IN EXCEL 2010

- 1) Open the File Tab.
- 2) From the Info section, click *Protect Workbook*, then *Encrypt with Password*.



- 3) You will then be prompted to enter a password for the document. After doing so and clicking *OK*, you must re-enter it.

Note: It is recommended that you do **not** use a document password that you use to access any other system, including email.

- 4) Finally, save the document as you normally would.

IMPORTANT: If the password is lost or forgotten, the document can not be opened.

