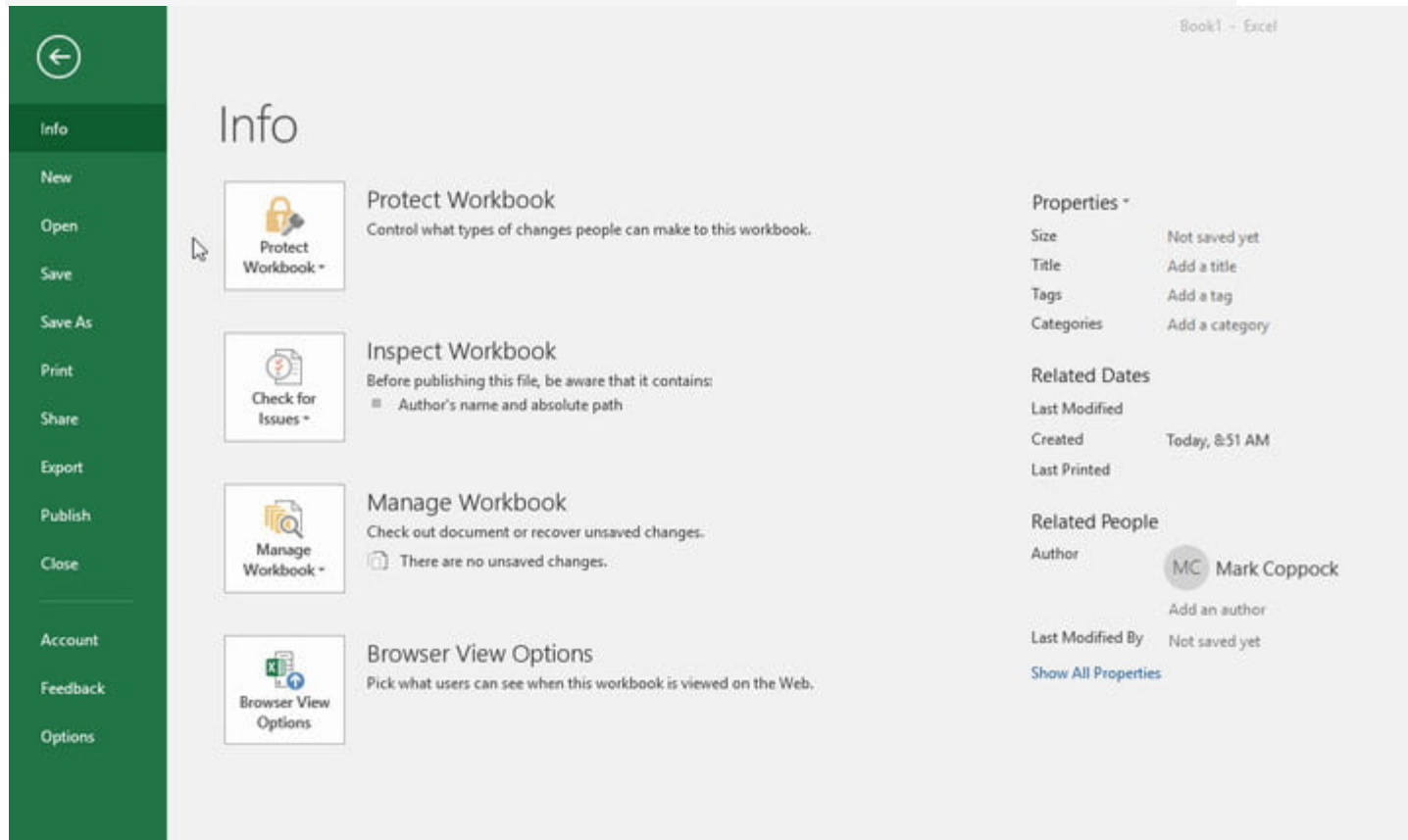
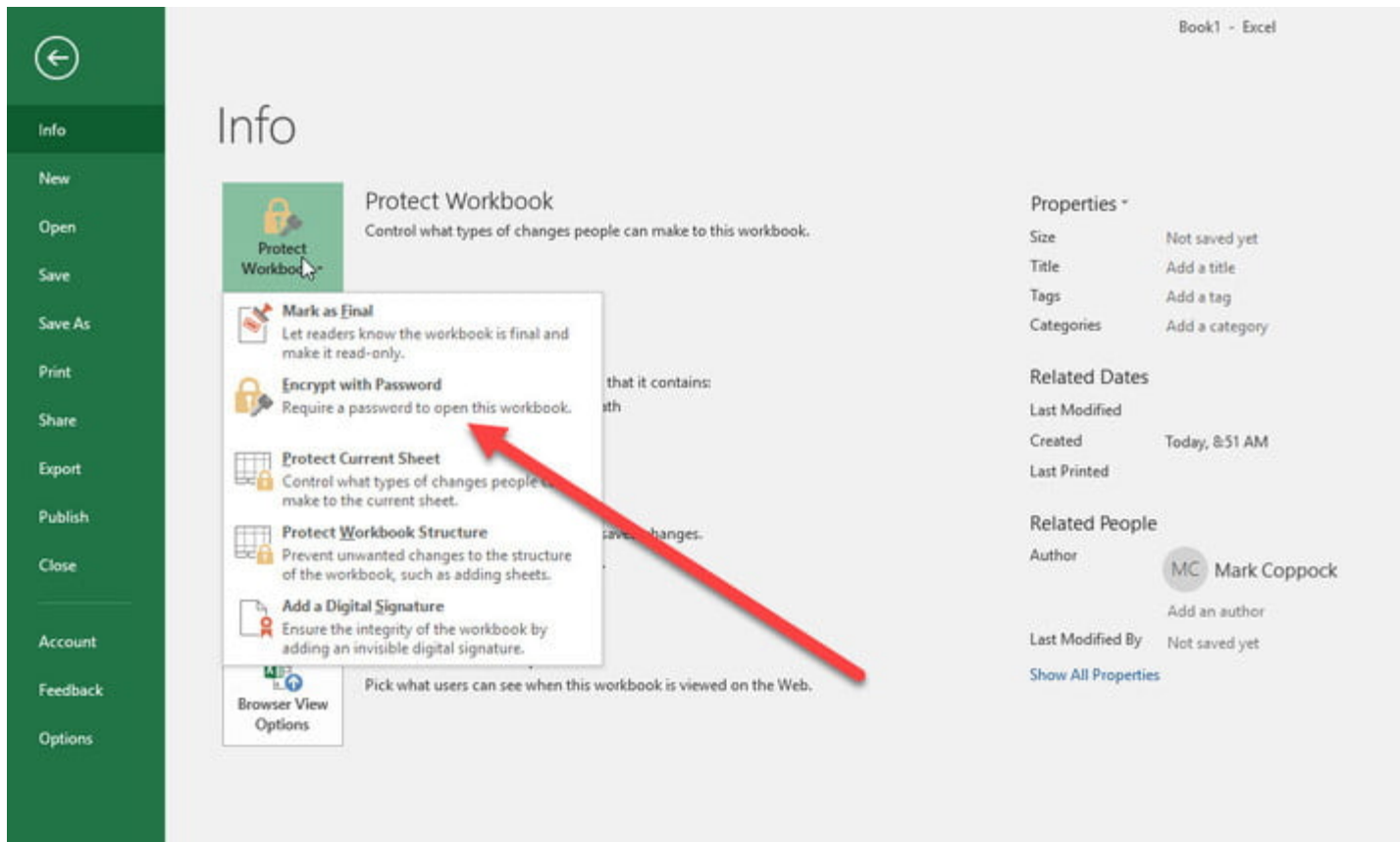


## How to Encrypt an Excel 2016 document

First, open the Excel document that you want to secure with a password. Then, click **File, Info**, and hit **Protect Workbook** underneath Info.



From there, click **Encrypt with Password**.



Excel will then prompt you to type in a password. Pick one out, but keep in mind that if you forget what it is, you'll lose access to that document.

Book1 - Excel

## Info

**Protect Workbook**  
Control what types of changes people can make to this workbook.

**Encrypt Document** ? X

Encrypt the contents of this file

Password:

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)

OK Cancel

**Browser View Options**  
Pick what users can see when this workbook is viewed on the Web.

**Properties**

Size Not saved yet

Title Add a title

Tags Add a tag

Categories Add a category

**Related Dates**

Last Modified

Created Today, 8:55 AM

Last Printed

**Related People**

Author Mark Coppock

Add an author

Last Modified By Not saved yet

Show All Properties

Remember, this only protects the *single target document*. Each Excel document you want to protect with a password must be done so on an individual basis, and you can check on whether or not a document is protected in the **Info** tab.

Book1 - Excel

# Info

**Protect Workbook**  
A password is required to open this workbook.

**Check for Issues**  
Before publishing this file, be aware that it contains:  
■ Author's name and absolute path

**Manage Workbook**  
Check out document or recover unsaved changes.  
📁 There are no unsaved changes.

**Browser View Options**  
Pick what users can see when this workbook is viewed on the Web.


**Properties**

Size	Not saved yet
Title	Add a title
Tags	Add a tag
Categories	Add a category

**Related Dates**

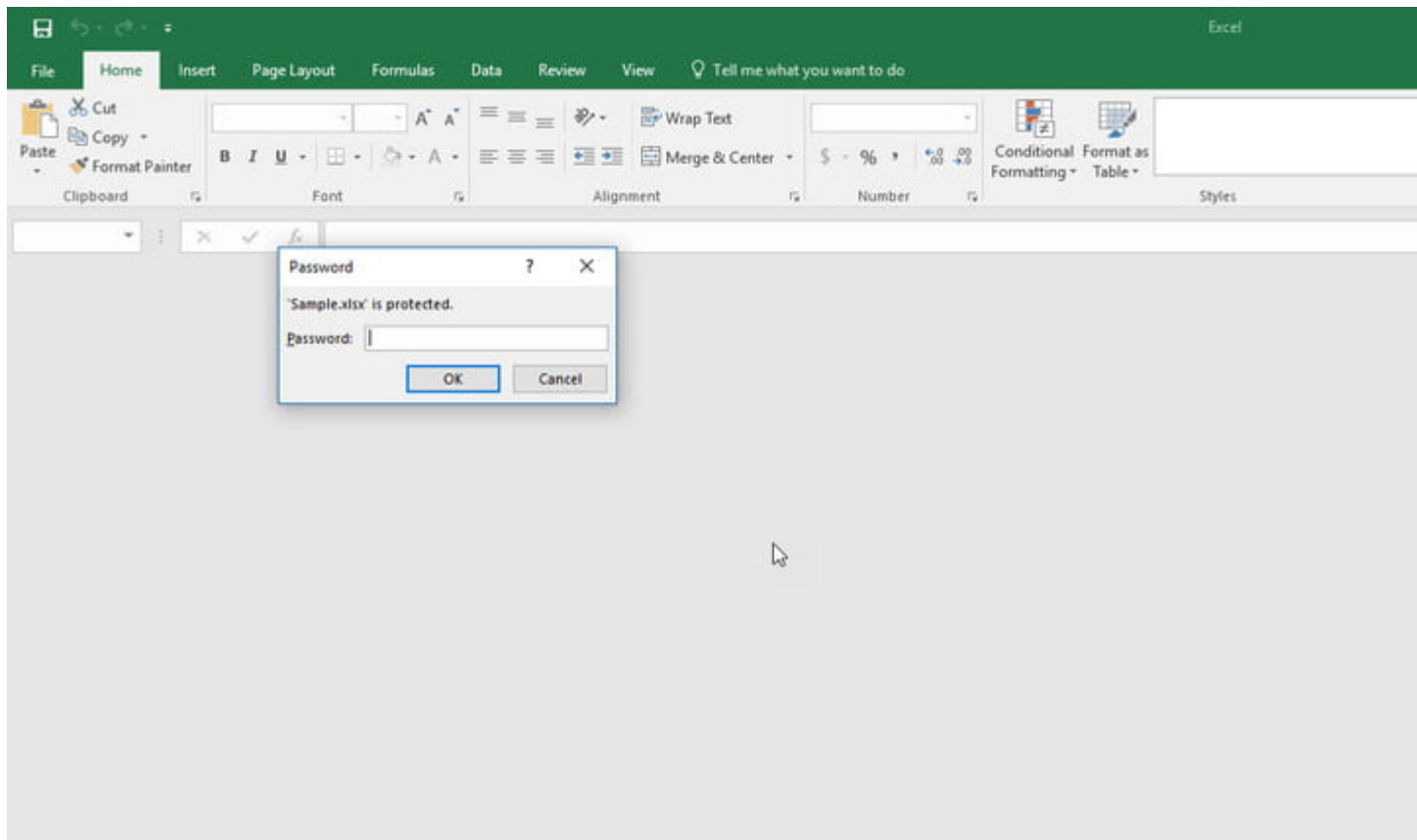
Last Modified	
Created	Today, 8:55 AM
Last Printed	

**Related People**

Author	 Mark Coppock
	Add an author
Last Modified By	Not saved yet

[Show All Properties](#)

Microsoft Excel will prompt you to type it in each time you want to open a protected doc.



**\*\*\*Note\*\*\*** ITS recommends keeping a master copy of the file without password protection and then password protect the copy of the file that you are sending via email.