Encrypting Office 2010 Files

- 1) Open the Office file you wish to encrypt.
- 2) Click on "File" in the upper left-hand corner.
- 3) Click on "Info"
- 4) Click on "Protect Document" then "Encrypt with Password".



5) You will be prompted to enter a password to encrypt your document:

Encrypt Document			
Encrypt the contents of this file Passwo <u>r</u> d:			
•••••			
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			

We highly recommend following DCU "Guidelines for Creating a Secure Password" found

At http://www4.dcu.ie/iss/policies/DCUPasswordPolicy.pdf

6) You will be prompted to re-enter your password:

	Confirm Password			
	Encrypt the contents of this file <u>R</u> eenter 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			

7) Once your password is entered, you <u>must</u> save your document for the encryption to take Effect.

Please note that if you forget your password, we cannot recover it, nor retrieve the information inside of your document.

If you want to check and make sure that it works, close the document and re-open it:

Password	? X
Enter password to open file C:\Users\	.docx
ОК	Cancel