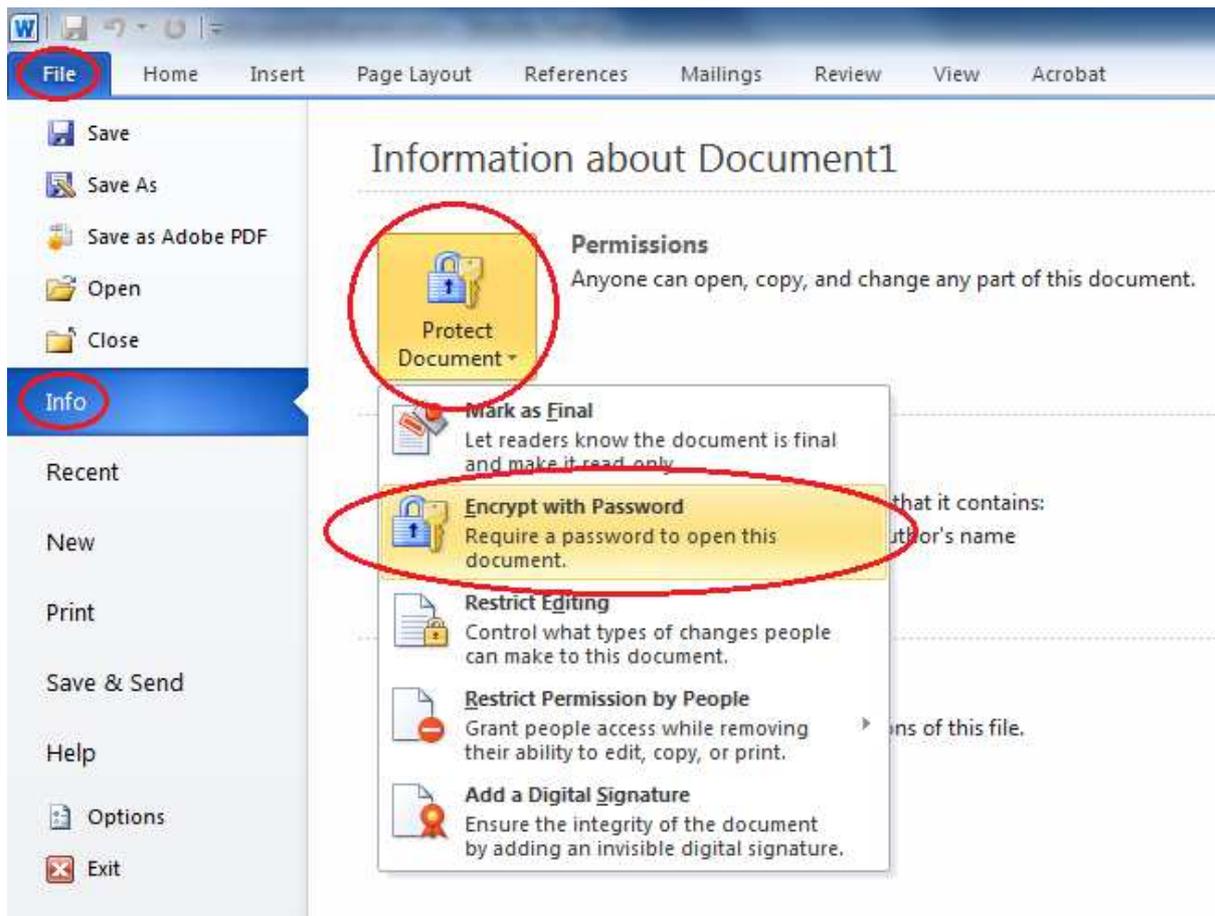


Encrypting Office 2010 Files

- 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:



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:



7) Once your password is entered, you must 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:

