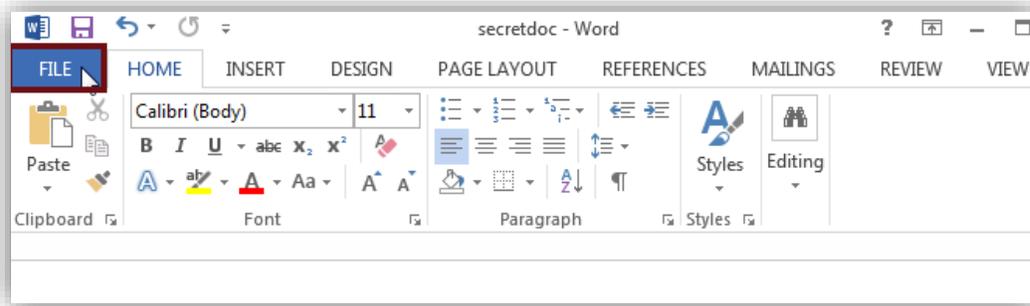


Encrypting Documents for Email

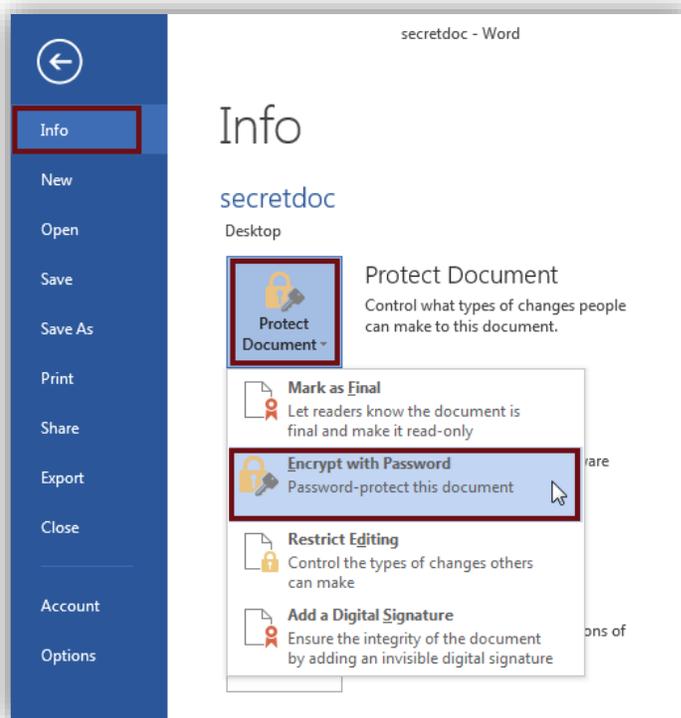
Encrypting Word or Excel Documents (Office 2103):

Use these instructions to encrypt and add a password to files in Microsoft Office 2013. The process is consistent across the core Office suite (Word 2013, Excel 2013, PowerPoint 2013 etc.). The example uses Word 2013.

1. Click **File**



2. From the **Info** tab, select **Protect Document > Encrypt with Password**



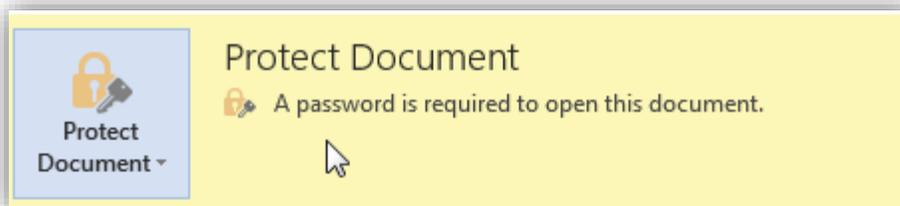
3. The Encrypt Document dialog window appears. Type in a strong password and then select **OK**.



4. Re-enter your desired password in the Confirm password window and click **OK**



5. The Info shows the new required permissions.

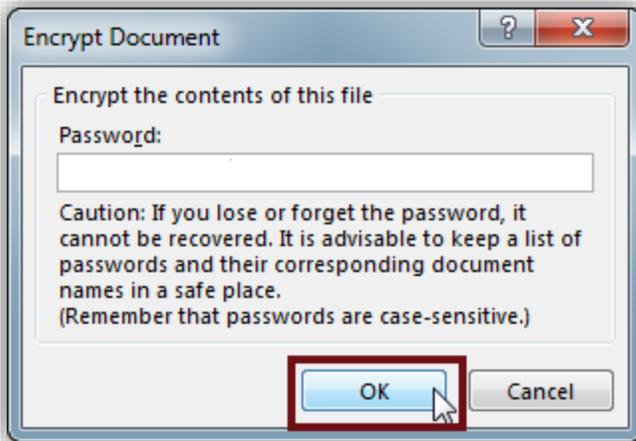


6. You may now send the encrypted document via email. You will need to provide the password to the intended recipient by phone. Do not send the password with the email.

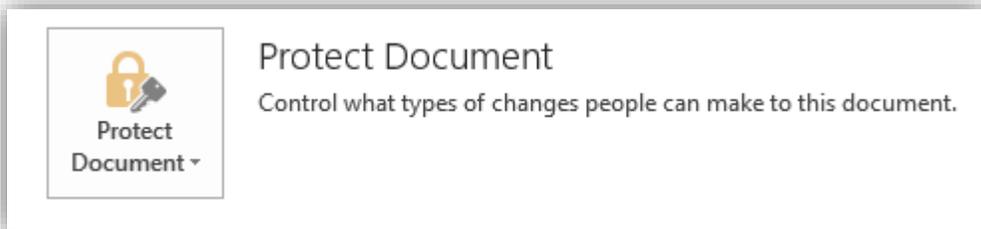
Un-Encrypting Word or Excel Documents (Office 2103):

Use these instructions to un-encrypt and remove a password to files in Microsoft Office 2013. The process is consistent across the core Office suite (Word 2013, Excel 2013, PowerPoint 2013 etc.). The example uses Word 2013.

1. Repeat steps 1-2 of setting a password.
2. Select and highlight all contents in the Encrypt Document window, and press **Delete**.



3. The Info shows the removal of permissions, indicating the document is not protected.

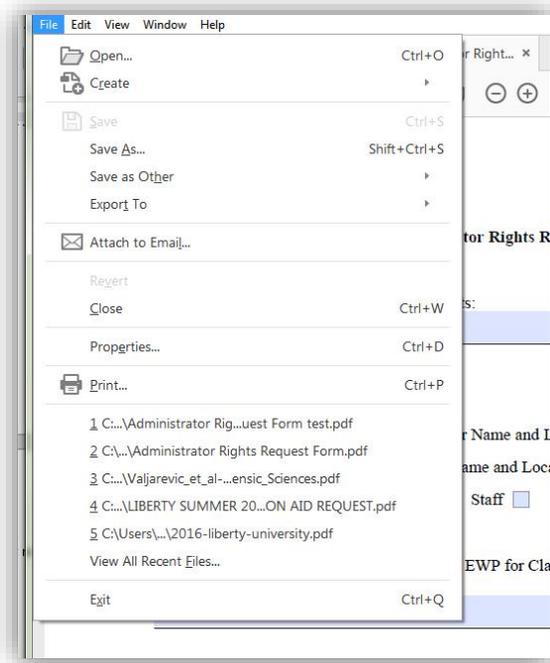


Note: for shared documents; explore the **Restrict Editing** features under **Protect Document**.

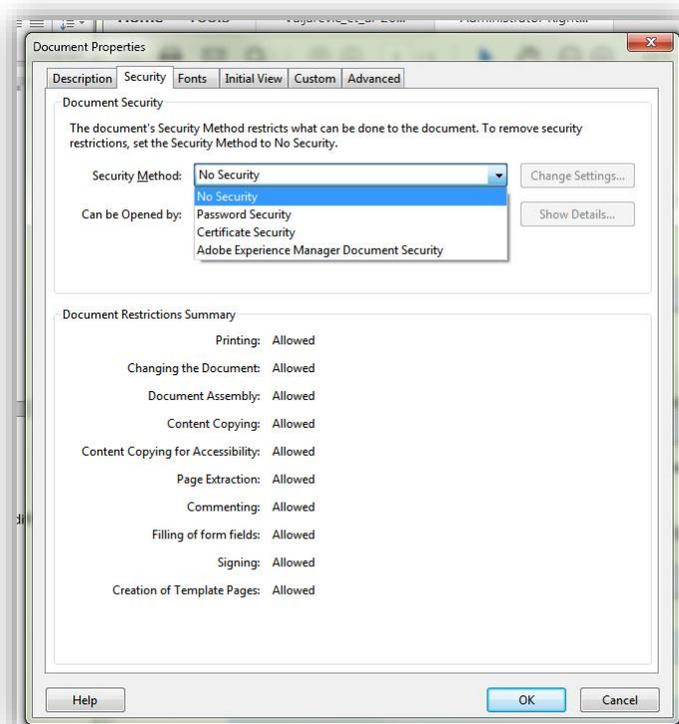
Encrypting PDF files:

Use these instructions to encrypt and add a password to most PDF formatted files:

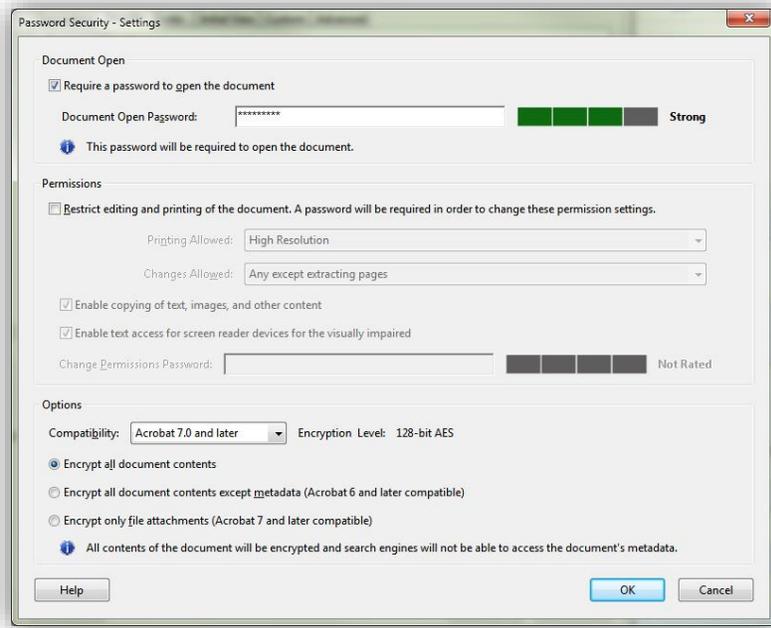
1. Click File at the top of the page:



2. Next click Properties, go to the Security tab. Pull down the arrow by Security Methods and choose Password Security. If the Security Method is greyed out you will not be able to encrypt the document.



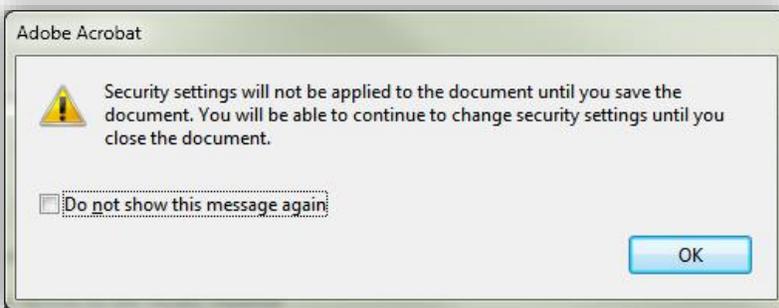
3. Check the box by Require a password to open the document. Enter the password you want. Make sure the Encrypt all document contents radio button is checked.



4. Re-enter the password to confirm accuracy.



5. A security message pops up notifying the password settings will not be applied until you save and close the document.



6. You may now send the encrypted documents via email. You will need to provide the password to the intended recipient by phone. Do not send the password with the email.