



How To: Encrypt an Office 2007 File

The instructions below explain how to encrypt files containing sensitive information, such as Social Security Numbers, academic information, and personal health and financial information. Encryption is essential when transmitting sensitive information via e-mail over the Internet or within our immediate organization. These steps apply to any Office 2007 file (Word, Excel, PowerPoint, etc).

Sharing the Password


The type of encryption described below requires assigning a password that must be known by all who will read the encrypted document. Unlike a logon password, this password has to be shared.

IMPORTANT! DO NOT USE ANY OF YOUR CAMPUS PASSWORDS!

Then, you must consider how you will share it.

1. **Verbally is best.** If possible, communicate the password verbally, such as over the phone or in person in a closed meeting.
2. **By e-mail (only if necessary)** If you must use e-mail to transmit the password, take these precautions:
 - a. Put the password in a *separate* e-mail message, separated in time if possible. Never send the password in the same e-mail with the encrypted file.
 - b. Be *certain* of the e-mail addresses to which you send the password. If you send the password to the wrong parties, you could be responsible for causing a breach of information. If the file contains personal information, that breach could require us to notify all affected persons, as governed by State law.
 - c. Do not use the word "password" in the subject of the e-mail or the body of the message.
 - d. Do not state what document the password goes with. The message can be as simple as "Use this to open the document we are working on: XXXXXXXX."

Encrypting an Office 2007 File

1. Open the file you would like to encrypt.
2. Click the **Microsoft Office Button** , point to **Prepare**, and then click **Encrypt Document**.



3. In the **Password** box, type a password, and then click **OK**.
4. In the **Reenter password** box, type the password again, and then click **OK**. To save the password, save the file.