

Microsoft Office Encryption



- With document open, click “File”
- Then “Info”
- Proceed to “Encrypt with Password”

A screenshot of the Microsoft Word application window titled "TestDoc.docx - Word". The interface shows the "Info" tab selected in the ribbon. The "Protect Document" button is highlighted, and its dropdown menu is open, with "Encrypt with Password" selected. A red callout box contains the text: "After making necessary changes to document. Proceed to 'File' tab. Then access the 'Info' drop down menu, continue to 'Protect Document', and 'Encrypt with Password' option." The right-hand side of the window displays the "Properties" pane with various document details.

TestDoc.docx - Word

Info

TestDoc

My Documents

Protect Document

Control what types of changes people can make to this document.

Mark as Final

Let readers know the document is final and make it read-only

Encrypt with Password

Password-protect this document

Restrict Editing

Control the types of changes others can make

Restrict Access

Grant people access while removing their ability to edit, copy, or print.

Add a Digital Signature

Ensure the integrity of the document by adding an invisible digital signature

Properties

Size 341KB

Pages 1

Words 10

Total Editing Time 10 Minutes

Title Add a title

Tags Add a tag

Comments Add comments

Related Dates

Last Modified Today, 1:55 PM

Created Today, 1:50 PM

Last Printed

Related People

Author Charles A. Fernandez

Add an author

Last Modified By Fernandez, Charles

Related Documents

Open File Location

Show All Properties

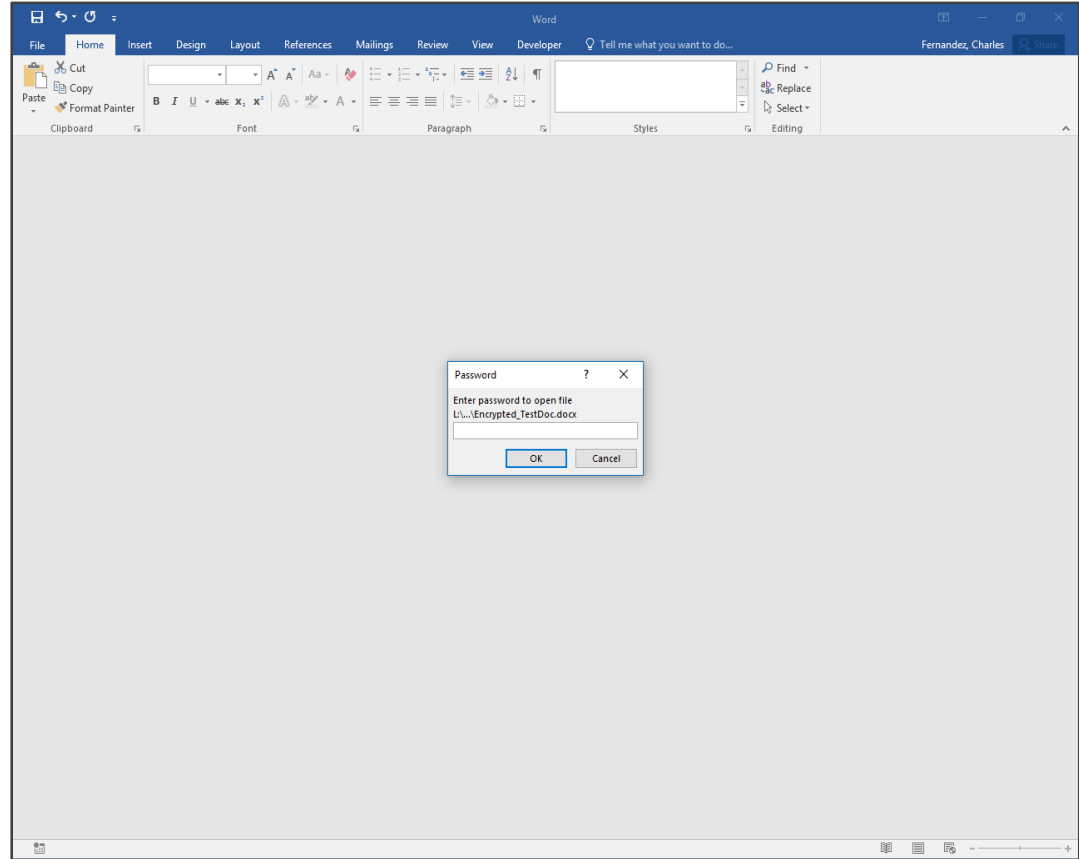


- An “Encrypt Document” dialog box will appear
- Input a password, save document, and close
- Document password, and communicate it to intended party via Phone, In Person, Email, etc.

The screenshot displays the Microsoft Excel interface with the 'Info' tab selected. The left-hand navigation pane is visible, showing options like 'Info', 'New', 'Open', 'Save', 'Save As', 'Print', 'Share', 'Export', 'Close', 'Account', and 'Options'. The main area shows the 'Info' section for the file 'Test.xlsx', with sub-sections for 'My Documents', 'Protect Workbook', 'Inspect Workbook', 'Versions', and 'Browser View Options'. The 'Protect Workbook' section is active, showing a lock icon and the text 'Control what types of changes people can make to this workbook.' An 'Encrypt Document' dialog box is overlaid on the screen, containing a password field, a 'Caution' message, and 'OK' and 'Cancel' buttons. A red speech bubble points to the dialog box with the text: 'Take note of the password used to protect the document. After clicking OK it will be needed to open the document, or to remove the encryption at a later time.'



- Upon opening document a password prompt will appear as seen
- Use documented password and hit “OK”





- Note: To remove the password. Return to the “Encrypt with Password” tab under “File”
- Manually remove password and click “OK”

A screenshot of the Microsoft Word application interface. The title bar shows "TestDoc.docx - Word" and the user name "Fernandez, Charles". The ribbon is set to "Info". The "Protect Document" section is highlighted in yellow, with a callout box pointing to the "Protect Document" button. Below it, the "Inspect Document" section is visible. A dialog box titled "Encrypt Document" is open, showing a password field and an "OK" button. A callout box points to the "OK" button. Another callout box points to the "Protect Document" button. The right sidebar shows document properties and related people.

TestDoc.docx - Word

Fernandez, Charles

Info

New

Open

Save

Save As

Save as Adobe PDF

Print

Share

Export

Close

Account

Options

TestDoc

My Documents

Protect Document

A password is required to open this document.

Protect Document

Inspect Document

Before publishing this file, be aware that it contains:

- Document properties, content type information, template name and author's name
- Custom XML data
- Content that people with disabilities may not be able to access

Check for Issues

Manage Versions

Versions

There are no previous versions of this document.

Encrypt Document

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

Remove encryption by returning to "Encrypt Document"

Manually remove password from the field as seen. Hit OK, close and save. Document is no longer encrypted.

Properties

Size 341KB

Pages 1

Words 10

Total Editing Time 30 Minutes

Title Add a title

Tags Add a tag

Comments Add comments

Related Dates

Last Modified Today, 1:55 PM

Created Today, 1:50 PM

Last Printed

Related People

Author

Charles A. Fernandez

Add an author

Last Modified By

Fernandez, Charles

Related Documents

Open File Location

Show All Properties



File Sharing Best Practices

- Encryption, and/or Redaction (where applicable) as in the previous frames
- Share File via:
 - Network Departmental Folders (ex. K: Payroll, Travel, etc.)
 - Email (only with trusted/ verified personnel)
 - [FSU Dropbox](#) (only with trusted/ verified personnel)