

Encrypting Microsoft Office 2010 Files

Documents, spreadsheets, databases, and other files that contain personal information or other sensitive information **MUST BE** encrypted when being transmitted to someone else (via email, CD, etc.) and should be encrypted when stored, such as when saved on local hard drives, CDs, Floppies, USB drives, or other media.

If a file is created or saved using Word, Excel, Access, or PowerPoint in Microsoft Office 2010, the built-in encryption tool is secure and easy to use. The example below uses a Word file, the process is similar for Excel, Access, and PowerPoint.

To encrypt a file from within Word 2010:

1. Open the file to be encrypted, then click File > Info > Protect Document > Encrypt Document



2. Enter a password to protect the document, then click "OK"

NOTE: While not required, you should use a secure password, guidelines can be found at it.sinclair.edu under Services



3. Confirm the password by typing it again, then click "OK"



4. Save the file. It is now encrypted and can be securely transmitted and/or stored. To open the file, the user will need to enter the password. **NOTE:** If transmitting the file, never send the password and the file via the same method. For example, if you email the file, call the recipient and verbally tell them the password, do not email or text the password, even in a separate message!

For questions or additional information, contact the IT Help Desk at (937) 512-4357 (HELP) or (866) 781-4357 (HELP) toll free or helpdesk@sinclair.edu