How to Encrypt and Password Protect Excel and Word Documents

Under new GDPR laws it is imperative that if we must send any information on individuals through email then every effort should be made to protect the rights of the individual. The best way to do this is by sending the information as an encrypted file. This is very easy to do by using Word and Excel.

1. **With the document open: Go to File**
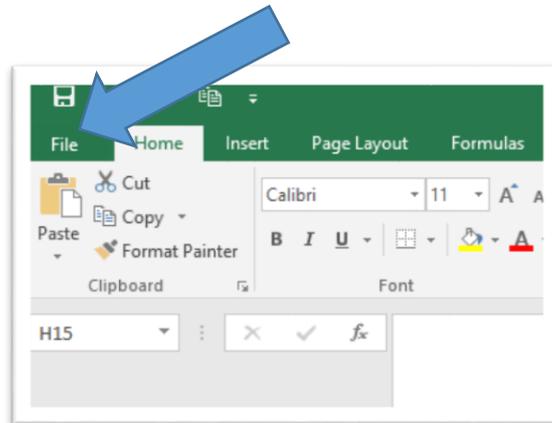
1

2. **Select Info and then Protect Workbook (Excel) or Protect Document (Word)**
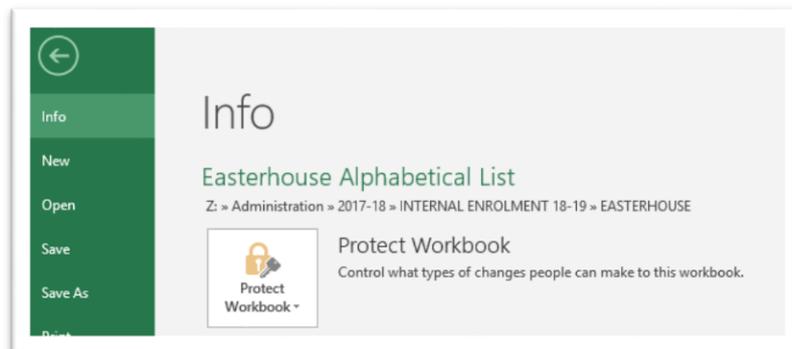
2

3. **Click on Encrypt with Password**
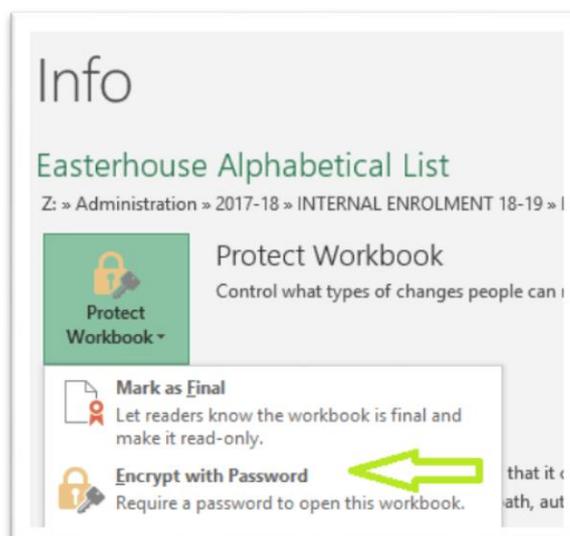
3

4. **Type your password (a mixture of characters and numbers are best and remember the password will be case sensitive). You will then be prompted to retype the password. Then click OK**
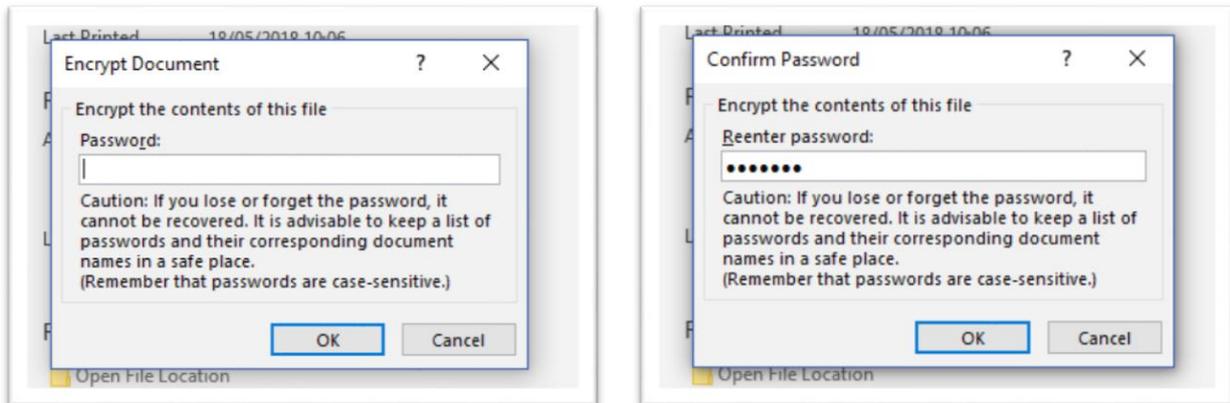
5. **Anyone wishing to open this document will now need the password.**
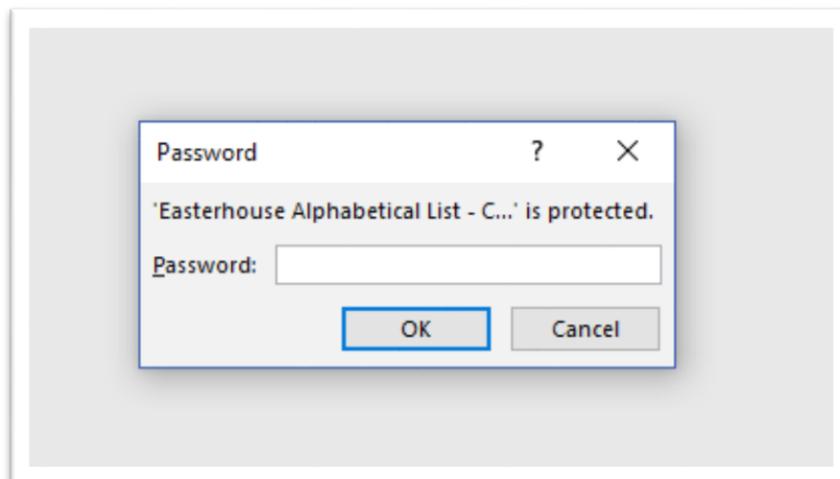
6. **If you are emailing information to another colleague at GKC or an outside organisation they will need the password. Do not send it in the same email! It is recommended that this is done in one of the following ways:**

   a) Phone the recipient and give them the password over the phone, remembering to tell them if any of the letters are capitalised or if any special characters have been used ($, %, * etc.)
   b) **Or** text them the password
   c) **Or** get another colleague to email the password (so that the document and password are not coming from the same email address).