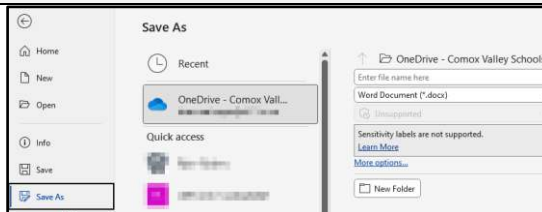


Password Protected File

Create a password protected file that you can send via Outlook.

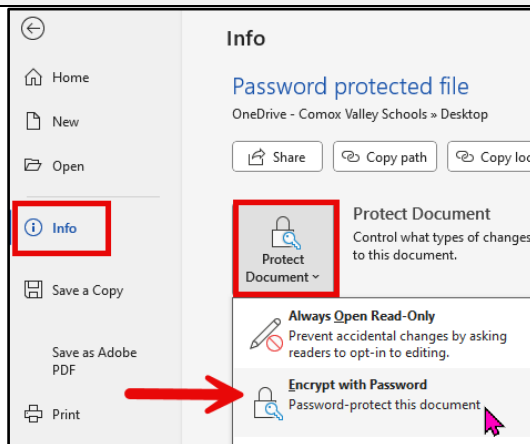
Create document

- 1 Create the word document and save it as you normally would.



Once created and saved, it can be password protected.

- 2 Click on “File” from the top menu bar > Info > Protect Document > Encrypt with Password.

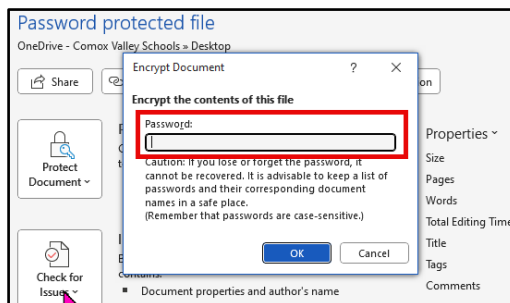


- 3 Enter in the password *twice* in the space provided.

NOTE: IF YOU LOSE OR FORGET THE PASSWORD, IT CANNOT BE RECOVERED.

You may want to create a copy of the document that is NOT password protected “just in case”.

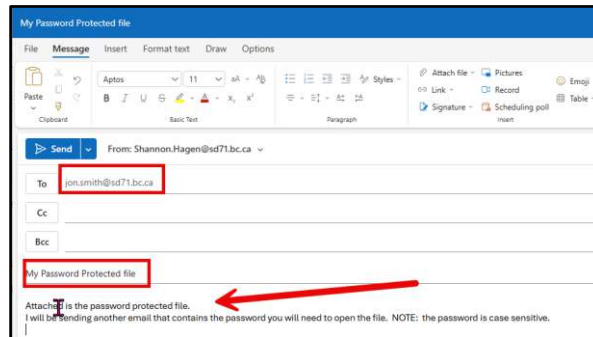
Save the file one more time.



Once password protected, you can send it via Outlook

4

Open Outlook. Fill in the required information: To, Subject and body of email
> make note here that you will be sending the password in another email.



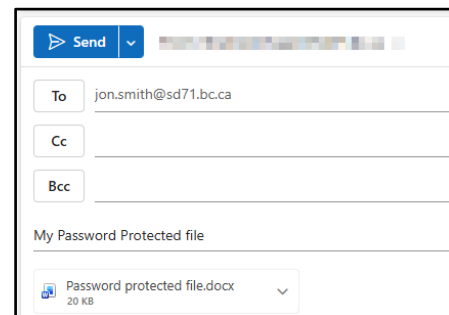
5

Attach the file as an attachment NOT a link.



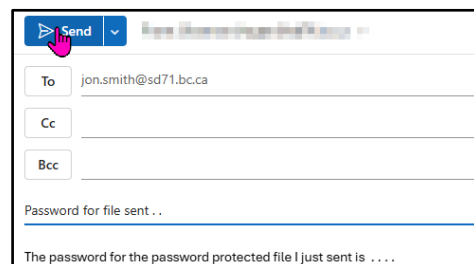
6

Once attached, click "Send".

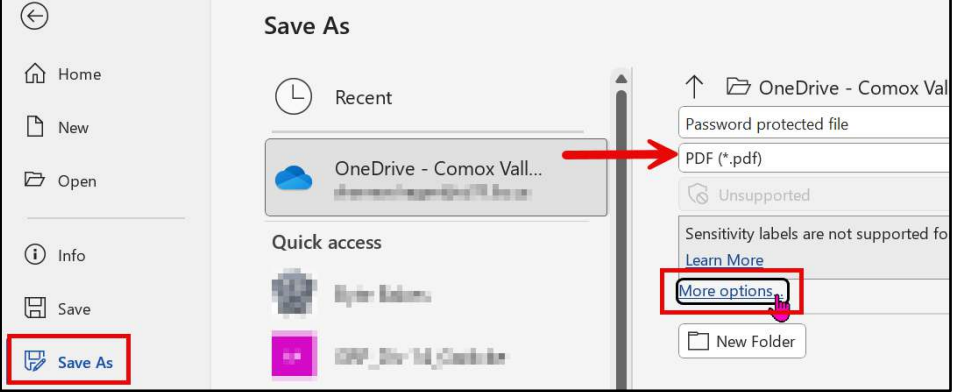
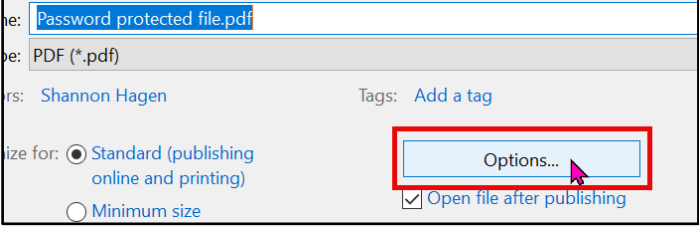
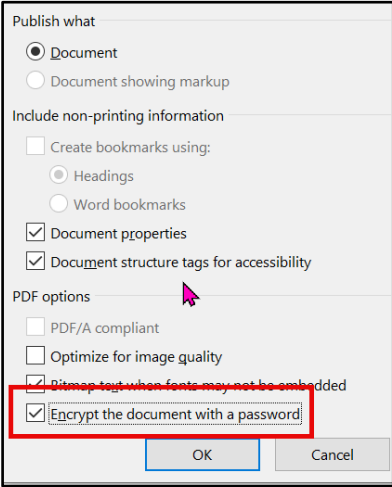
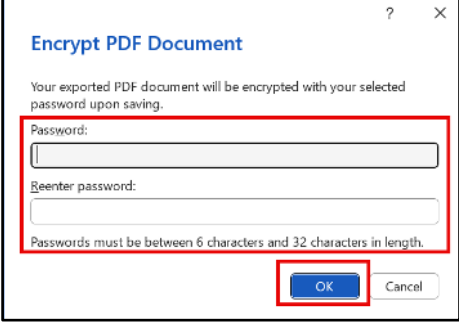


7

Create another email to include the password.
Send it immediately as the user will need it to access and save it from their end.



Saving a Word Document as a PDF THEN Password Protecting it

1 Click on “File” > Save as > use dropdown to select “PDF” > More options (don’t click Save YET)	
2 Click “Options”	
3 Under the PDF Options, check the box beside “Encrypt the document with a password.” (If you cannot check it, uncheck the other boxes in this section) Click “OK”	
4 Type in a password that is between 6 to 32 characters in length. Click “OK”	

Send as an attachment as outline in steps 4-7 in the first section.