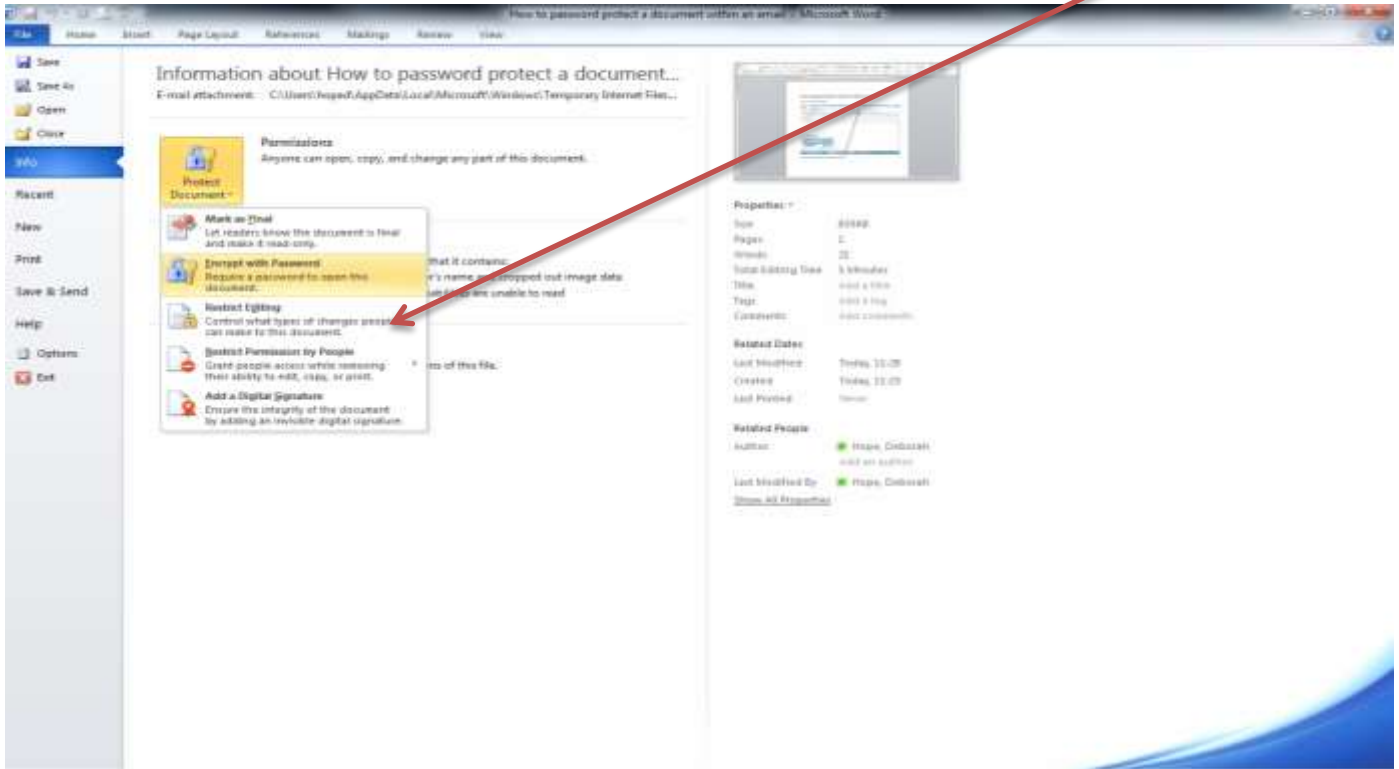


# 1. How to password protect a document

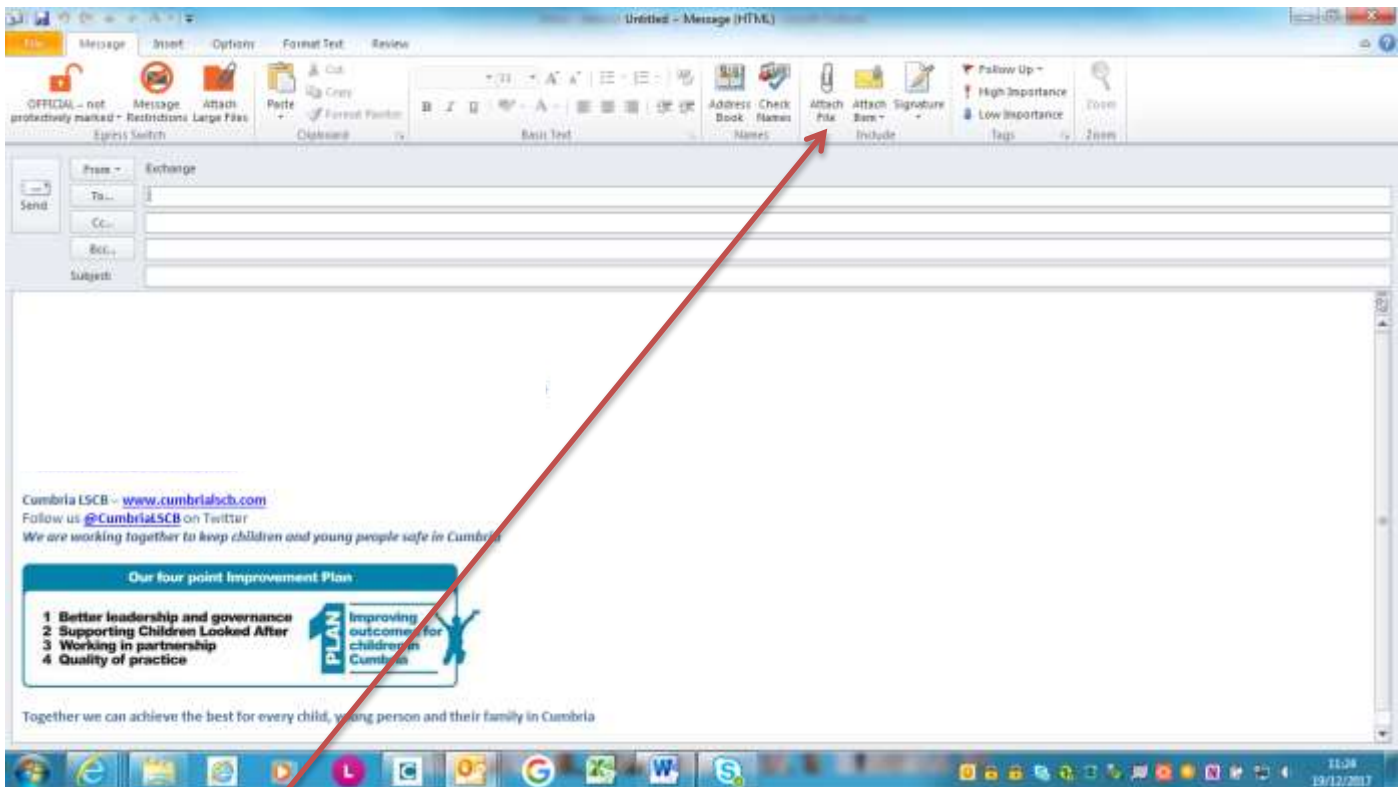
Once you have saved your document, click on **FILE** and select **PROTECT DOCUMENT** and then click on **ENCRYPT WITH PASSWORD**



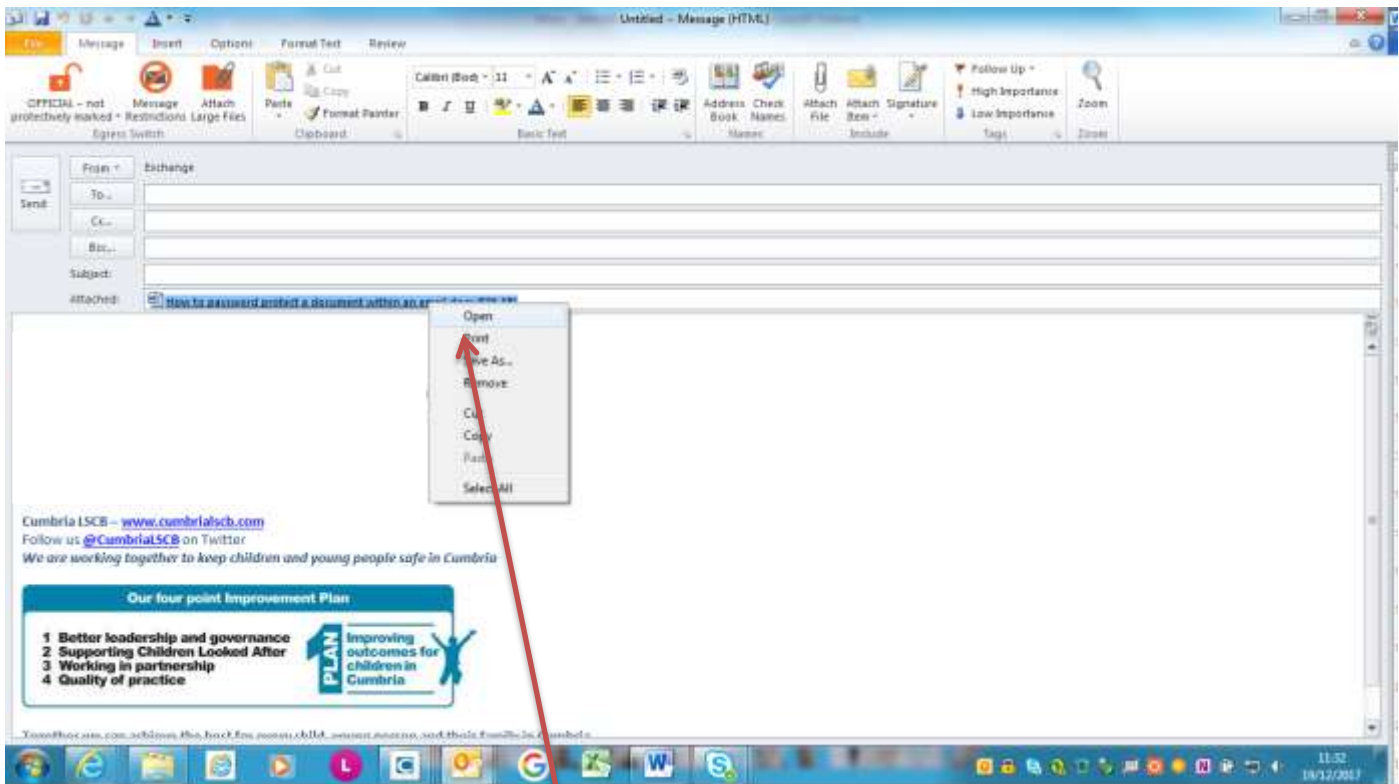
A new box will open asking you to type in your password, press OK and it will ask you again to re-enter the same password. Press OK again and then **SAVE** the document and close

# 2. How to password protect a document within an email

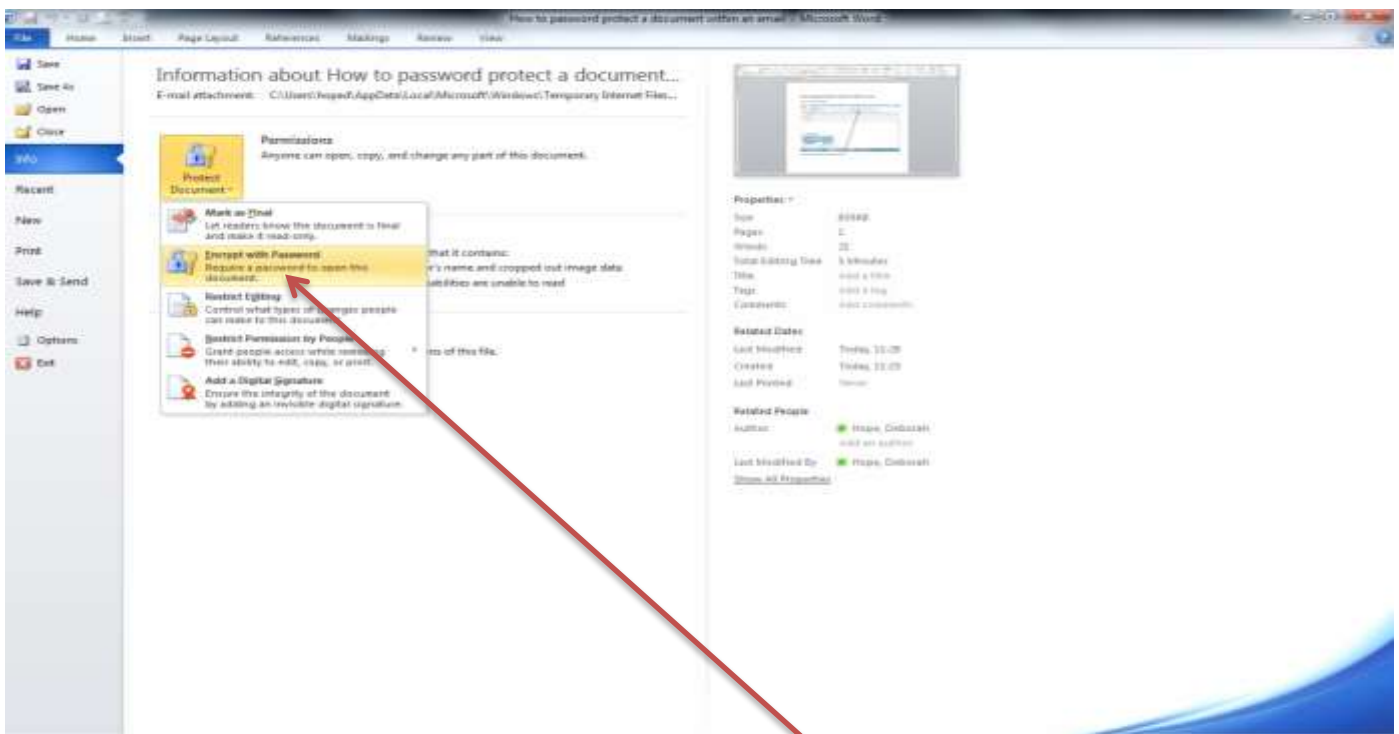
Open a new email template



Insert your saved document as an attachment



Right click on the attachment and select **OPEN**



Click on **FILE** and select **PROTECT DOCUMENT** and then click on **ENCRYPT WITH PASSWORD**

A new box will open asking you to type in your password, press OK and it will ask you again to re-enter the same password. Press OK again and then **SAVE** the document and close

Before sending your email you can check if the password has been set by opening the document within the email and it will ask you to enter the password

