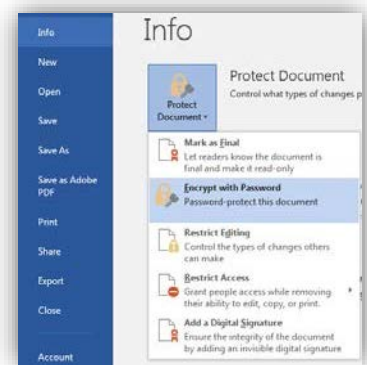# How To:

Encrypt Microsoft Word Documents

Purpose

In order to secure that sensitive information in transit, the file needs to be encrypted so that only the sender and recipient can read the attachment. Encrypted files cannot be read without a special key which should be transmitted via a different method, such as over the phone.

IT IS CRITICALLY IMPORTANT THAT THE KEY IS NOT SENT VIA THE SAME METHOD AS THE ATTACHMENT BECAUSE PRYING ONLOOKERS WOULD HAVE BOTH THE FILE AND KEY.

Encrypting a Word Document with a password

1   Navigate to File > Protect Document > Encrypt with Password

2   Assign a password to encrypt the document and click OK.

3   Re-enter the password and click OK.
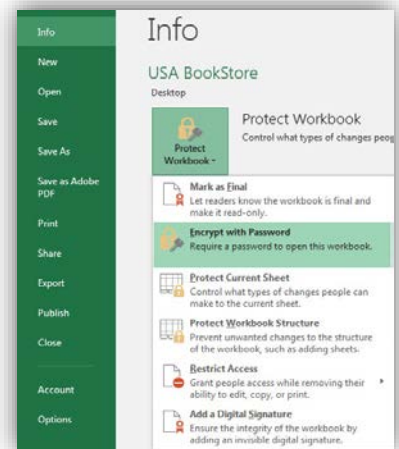
How To:

Encrypt Microsoft Excel Documents

Purpose

In order to secure that sensitive information in transit, the file needs to be encrypted so that only the sender and recipient can read the attachment. Encrypted files cannot be read without a special key which should be transmitted via a different method, such as over the phone.

IT IS CRITICALLY IMPORTANT THAT THE KEY IS NOT SENT VIA THE SAME METHOD AS THE ATTACHMENT BECAUSE PRYING ONLOOKERS WOULD HAVE BOTH THE FILE AND KEY.

Encrypting a Excel book with a password

1   Navigate to File > Protect Workbook > Encrypt with Password

2   Assign a password to encrypt the workbook and click OK.

3   Re-enter the password and click OK.

How To:

Encrypt Adobe Acrobat Documents

Purpose

In order to secure that sensitive information in transit, the file needs to be encrypted so that only the sender and recipient can read the attachment. Encrypted files cannot be read without a special key which should be transmitted via a different method, such as over the phone.

IT IS CRITICALLY IMPORTANT THAT THE KEY IS NOT SENT VIA THE SAME METHOD AS THE ATTACHMENT BECAUSE PRYING ONLOOKERS WOULD HAVE BOTH THE FILE AND KEY.

Encrypting a PDF file with a password

1   Navigate to Tools > Protect > Encrypt > Encrypt with Password

2   Select *Require a Password to Open the Document*.

3   Assign a password to encrypt the document.

4   Re-enter the password and click OK.