

This demonstration including Excel.

Once the files have been attached, open one to begin the encryption process.

Click the file tab at the top left. Once on the info page click Protect Document and select Encrypt with Password from the drop down menu.

A popup will ask you to enter a password to assign to the document.

Once you have entered the password you will need to confirm it by re-entering it.

Ensure that you don't forget the password, and do be aware that the password is only assigned to the attached copy not the original stored on your local or shared drive.

Once the password has been confirmed, the Protect Document option will appear highlighted.

To apply the password you will need to save the document.

After saving the document you can confirm the application of the password by opening the attached document at which point you will be required to enter the password before the file will open.

The process for encrypting a PDF is filepoint y4P4.nt.