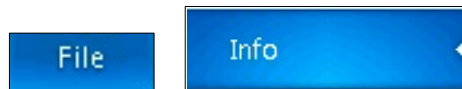


Encrypting a Word document in Microsoft Word 2010

1. Create a document in Word as you normally would and save it.
2. Click **File** in the upper left hand corner. Then, click **Info** in the menu that opens.



3. Click **Protect Document**. Then, click **Encrypt with Password**.



4. You will be prompted twice to enter a password for the document. Click **OK** when you have entered the password each time.



Note: Medical Information Technology cannot recover the password. If you forget the password, the document cannot be opened.

Best practices: If you send the encrypted document to someone, you should never include the password in the same email. You should also make the password different from any passwords you use to access other systems (Medical domain computers, your bank, personal email, etc.).