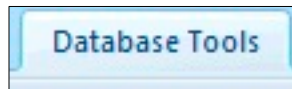
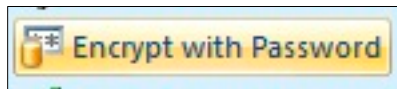


## Encrypting a database in Microsoft Access 2007

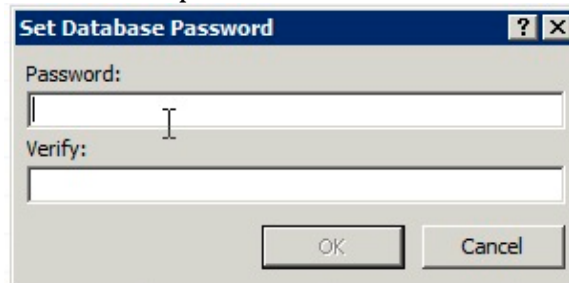
1. Create a database in Access as you normally would and save it.
2. Click the **Database Tools** tab.



3. Click the **Encrypt with Password** button.



4. You will be asked to enter a password twice. Click OK when you are done.



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

**Best practices:** If you email the encrypted database 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.).