

In order to secure communications and file transfers, all files sent externally, such as to a client, must now be protected by a password. The procedure for setting up a password differs depending on the file type (e.g. Word document, Excel workbook, etc.). You will find a procedure specific to each file type.

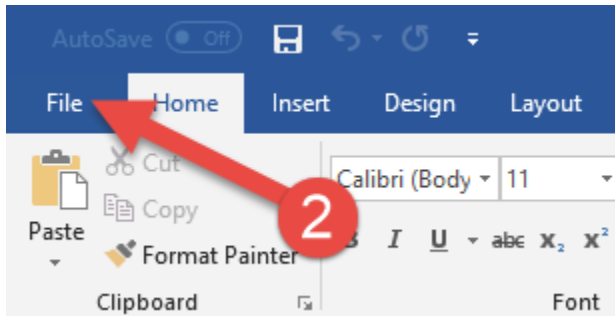
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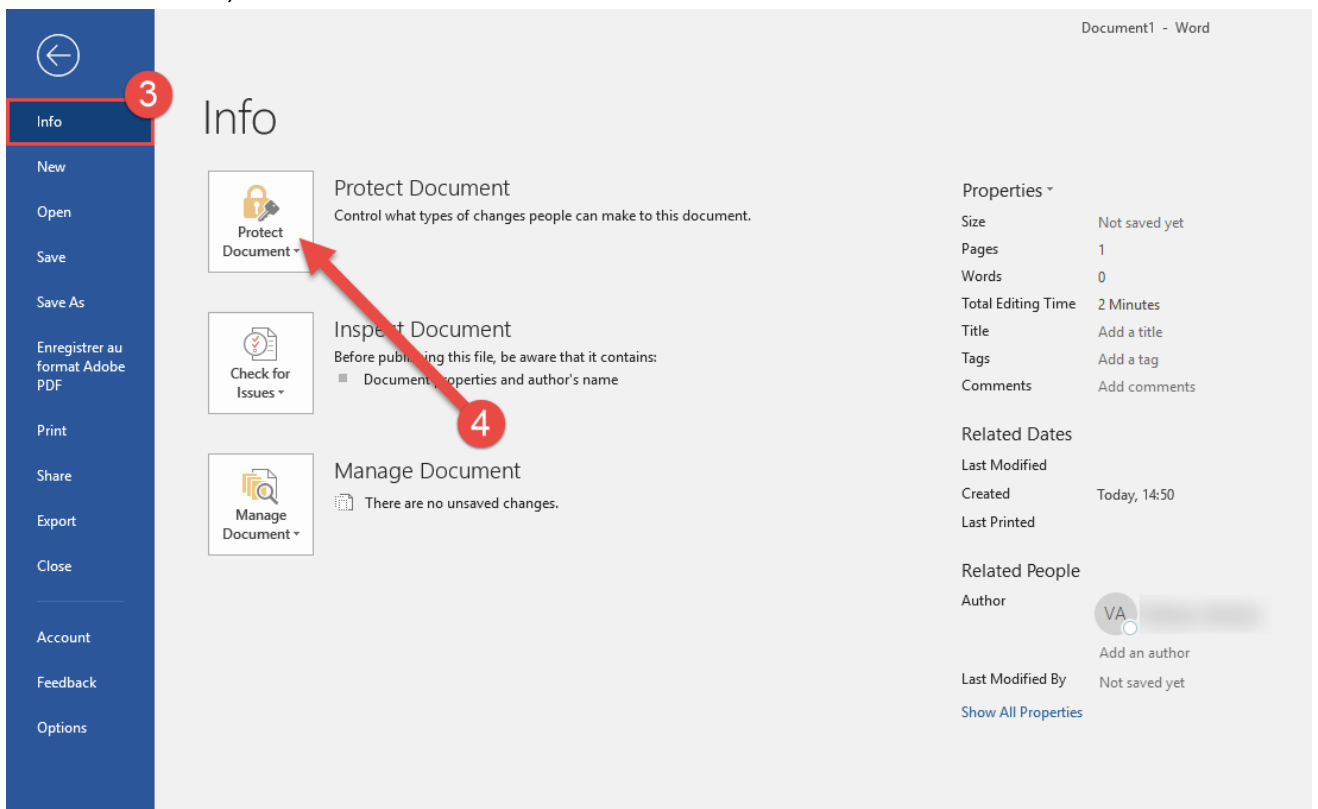
## Word document (.docx .doc)

### Adding a password

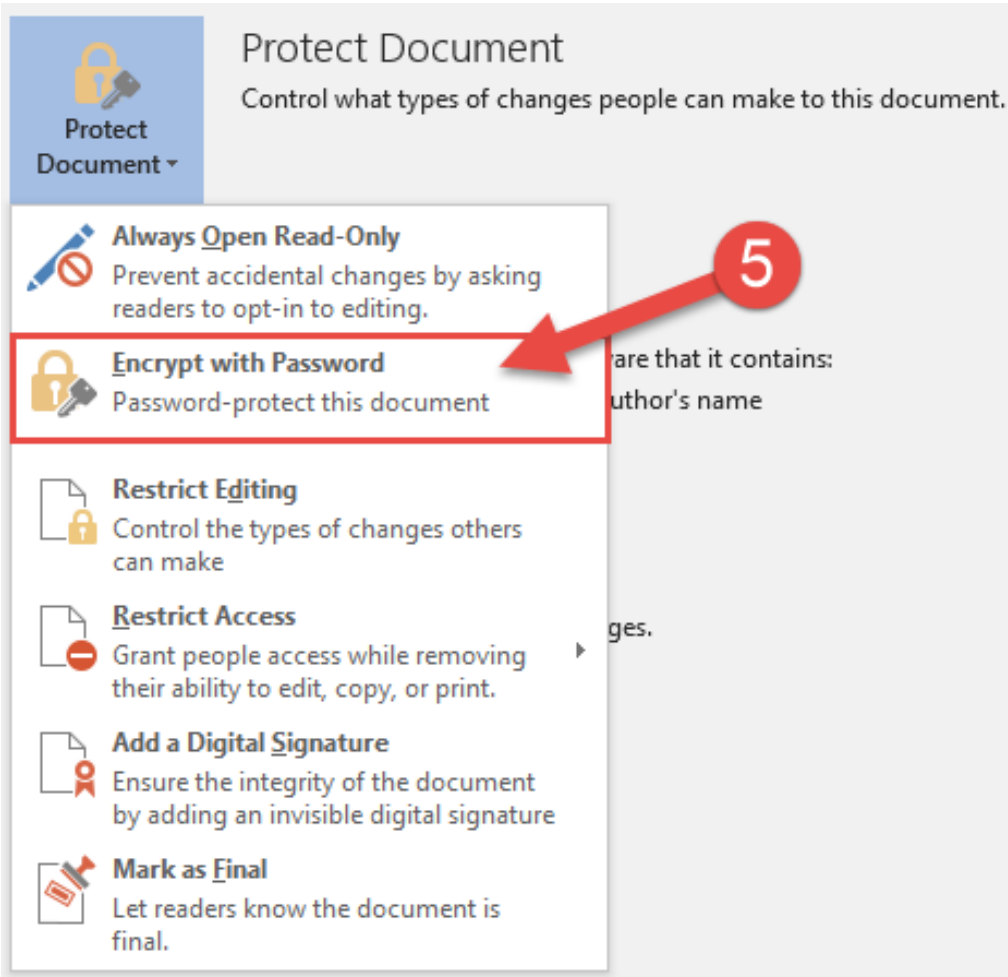
1. Open the Word document you want to protect.
2. Click on the File tab at the top left of your screen.



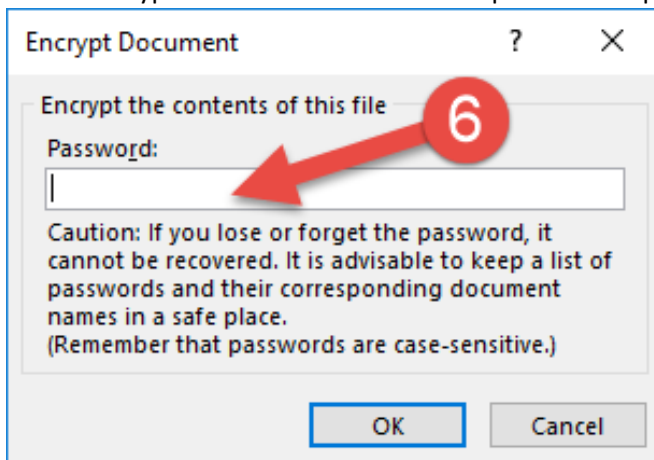
3. The File menu will open. Select the "Info" tab.
4. In the "Info" tab, click on "Protect Document".



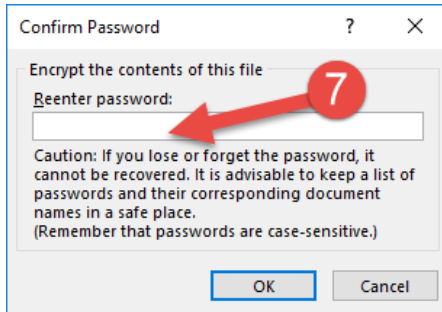
5. A list of options will appear. Select "Encrypt with Password".



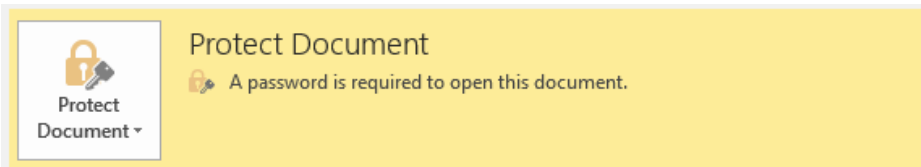
6. An "Encrypt Document" window will open. Enter a password, then click OK.



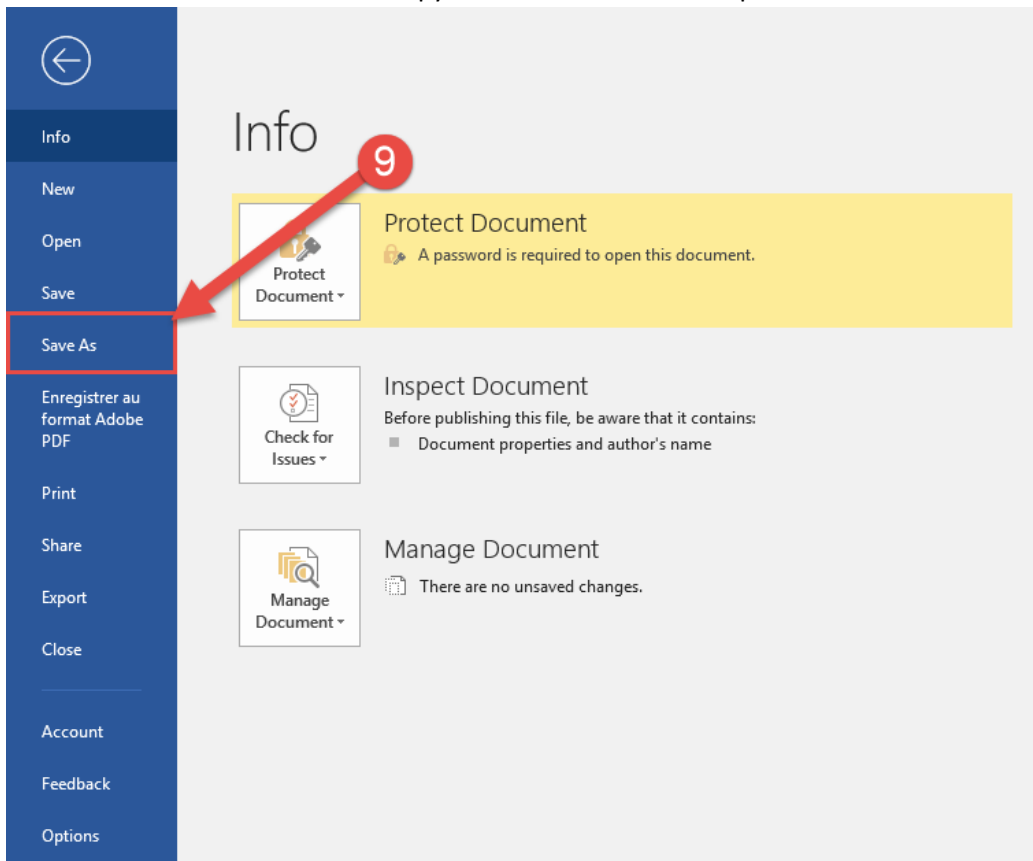
7. A new window will appear asking you to re-enter your password to confirm. Enter your password again and click OK.



8. It will now be indicated that your document is protected by a password.

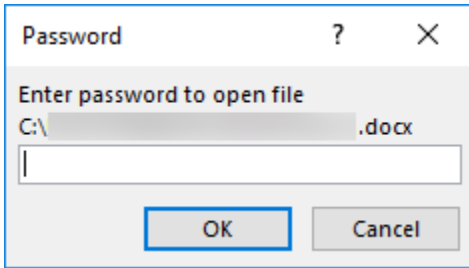


9. Click on "Save As" to create a copy of the document with a password.



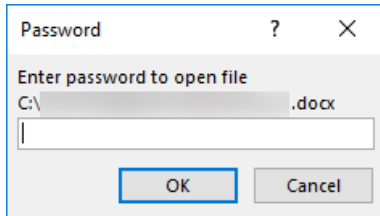
Result:

The password will, from now on, be required when opening this document.

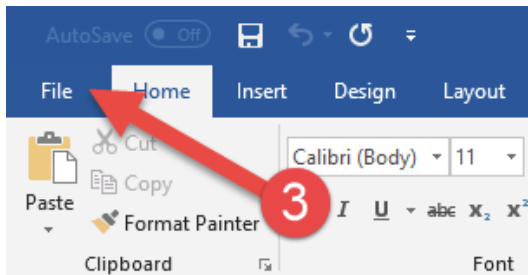


## Removing a password

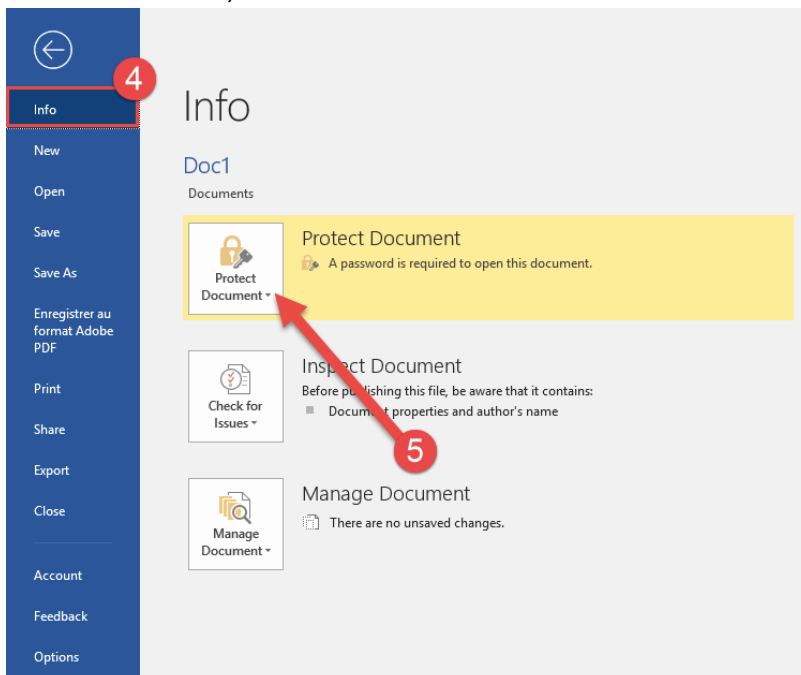
1. Open the Word document from which you want to remove password protection.
2. Enter the password to access the document.



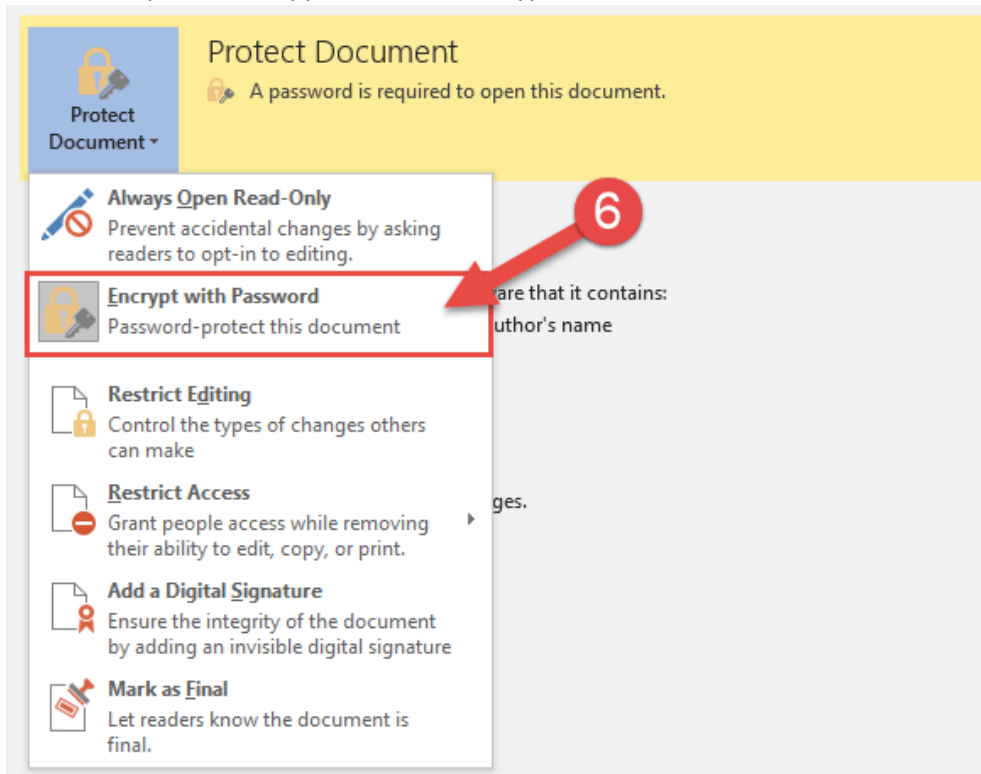
3. Click on the File tab at the top left of your screen.



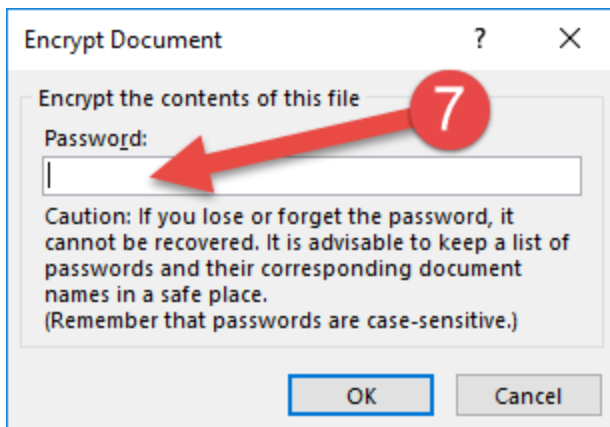
4. The File menu will open. Select the "Info" tab.
5. In the "Info" tab, click on "Protect Document".



6. A list of options will appear. Select "Encrypt with Password".



7. An "Encrypt document" window will open. Delete the password entered there, then click OK.

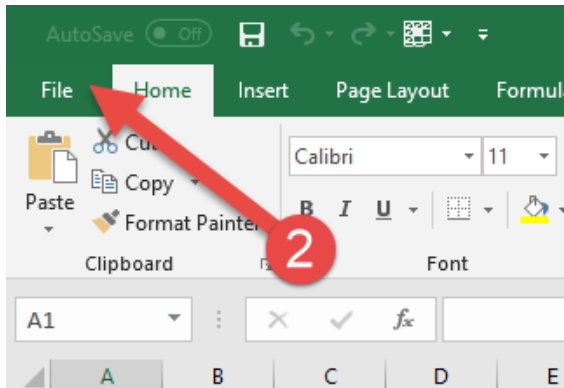


8. Document protection will now be disabled. Save the document in order to save the modification.

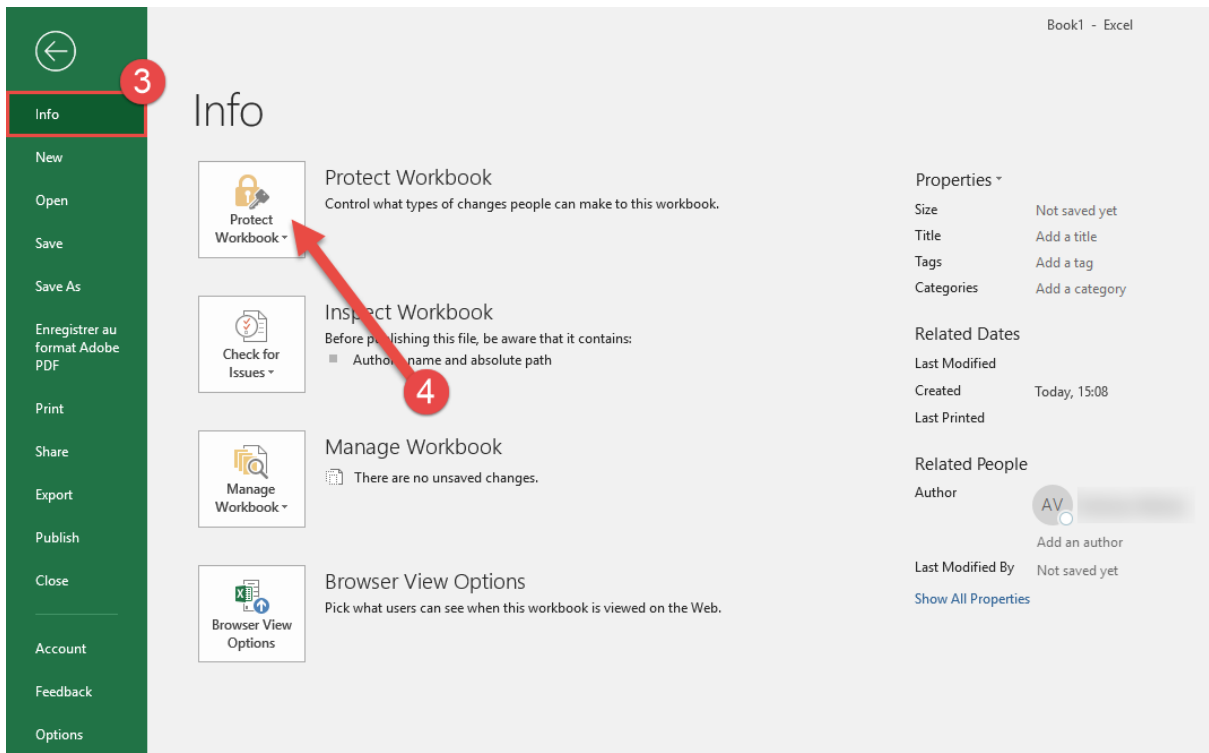
## Excel workbook (.xlsx .xls)

### Adding a password

1. Open the Excel workbook you want to protect.
2. Click on the File tab at the top left of your screen.

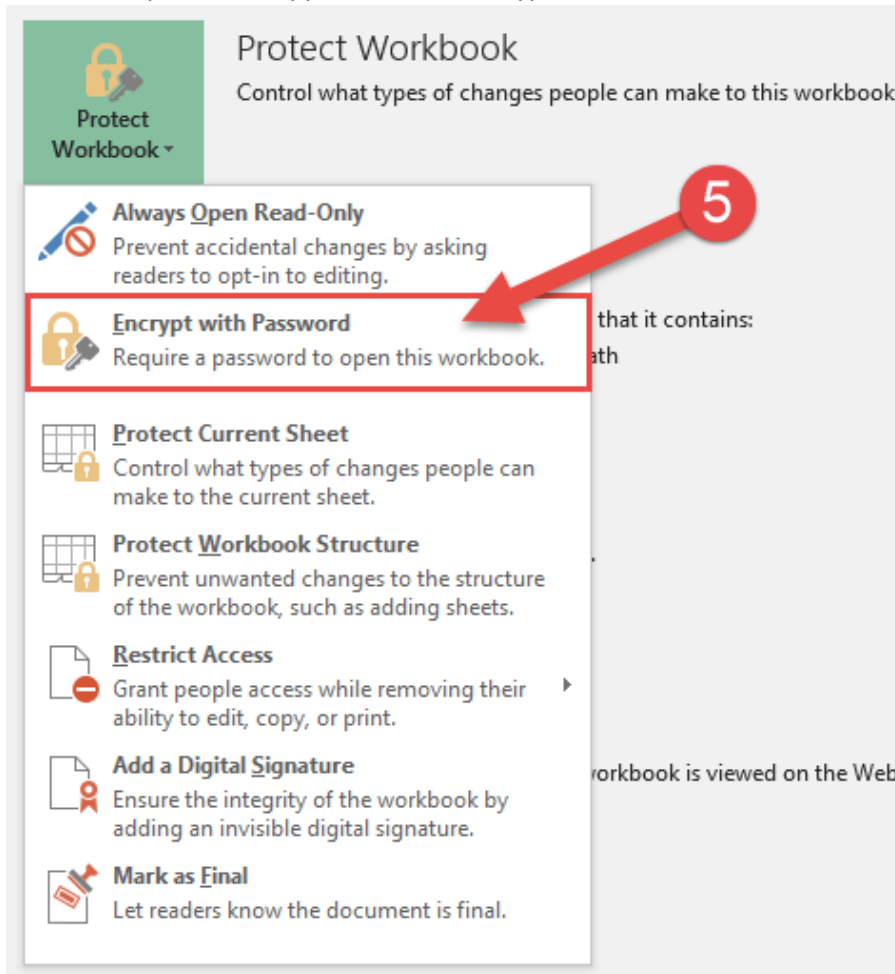


3. The File menu will open. Select the "Info" tab.
4. In the "Info" tab, click on "Protect Workbook".

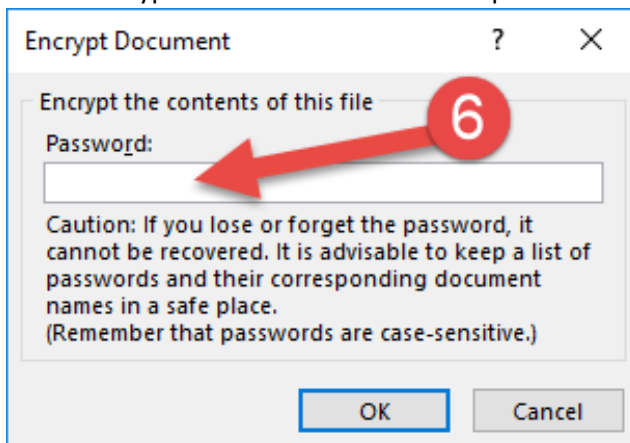




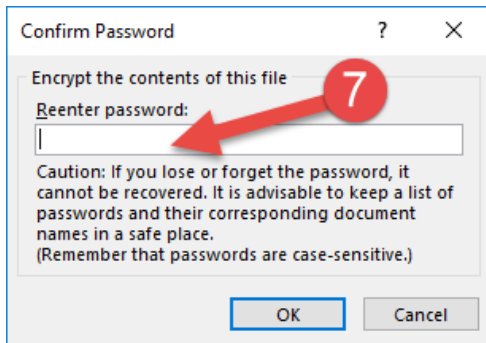
5. A list of options will appear. Select "Encrypt with Password".



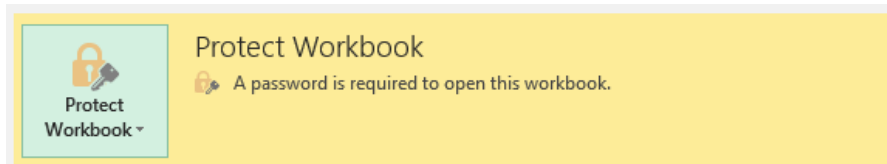
6. An "Encrypt Document" window will open. Enter a password, then click OK.



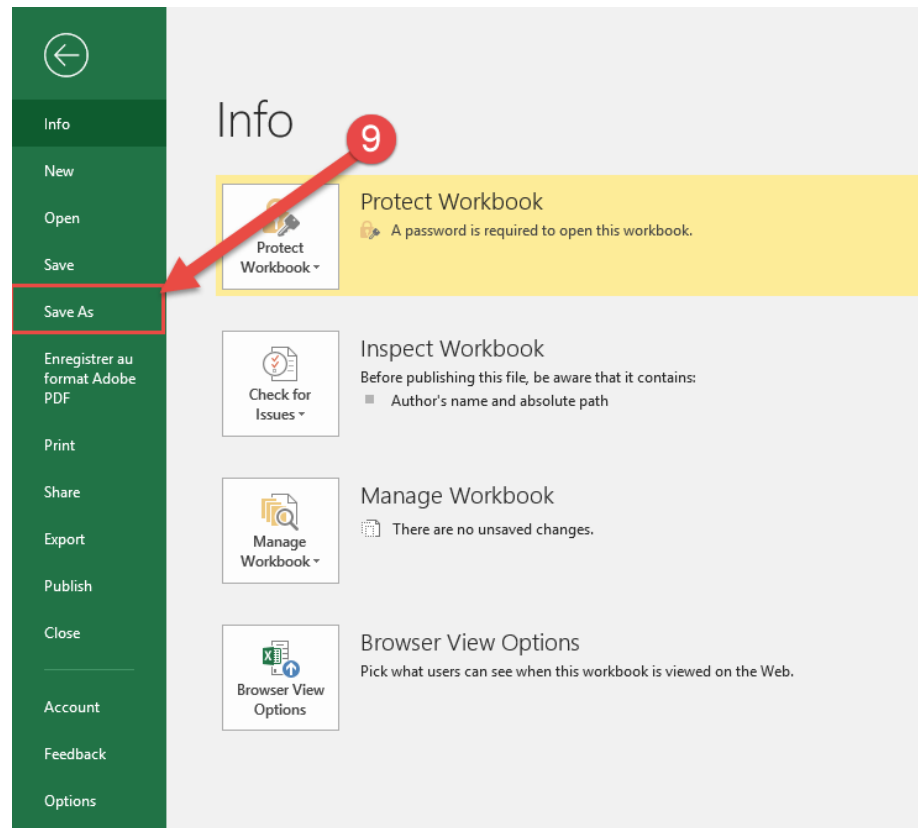
7. A new window will appear asking you to re-enter your password to confirm. Enter your password again and click OK.



8. It will now be indicated that your workbook is protected by a password.

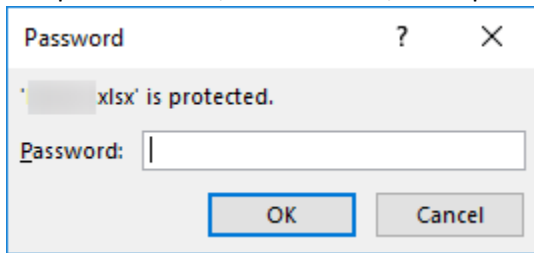


9. Click on "Save As" to create a copy of the workbook with a password.



Result:

The password will, from now on, be required when opening this document.

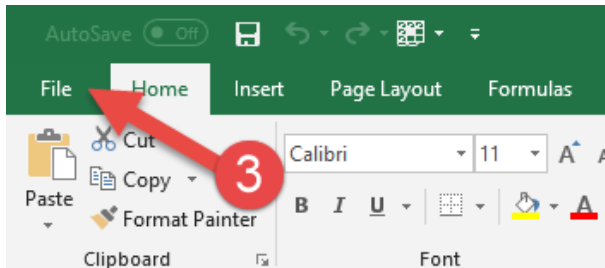


## Removing a password

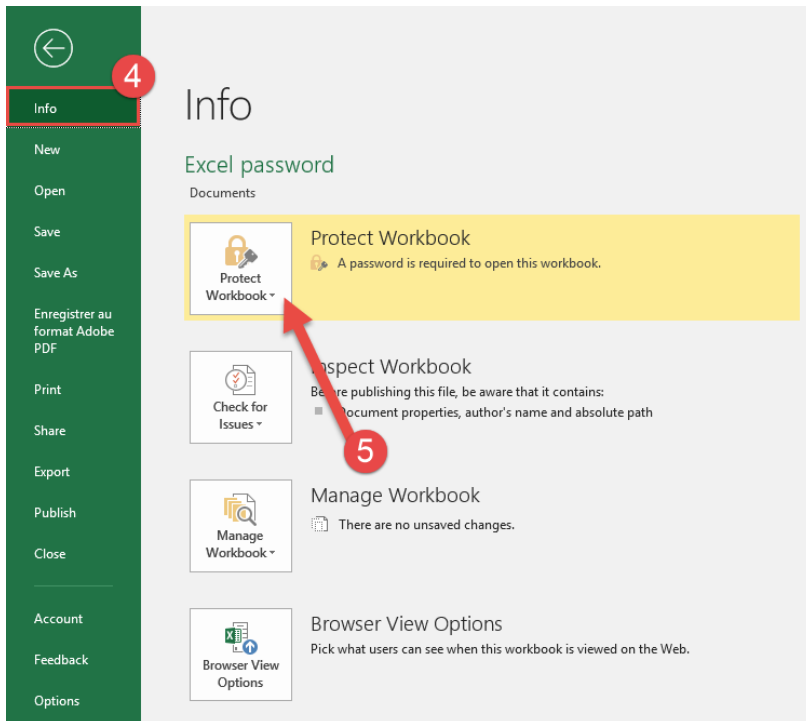
1. Open the Excel workbook whose password protection you want to remove.
2. Enter the password to access the workbook.



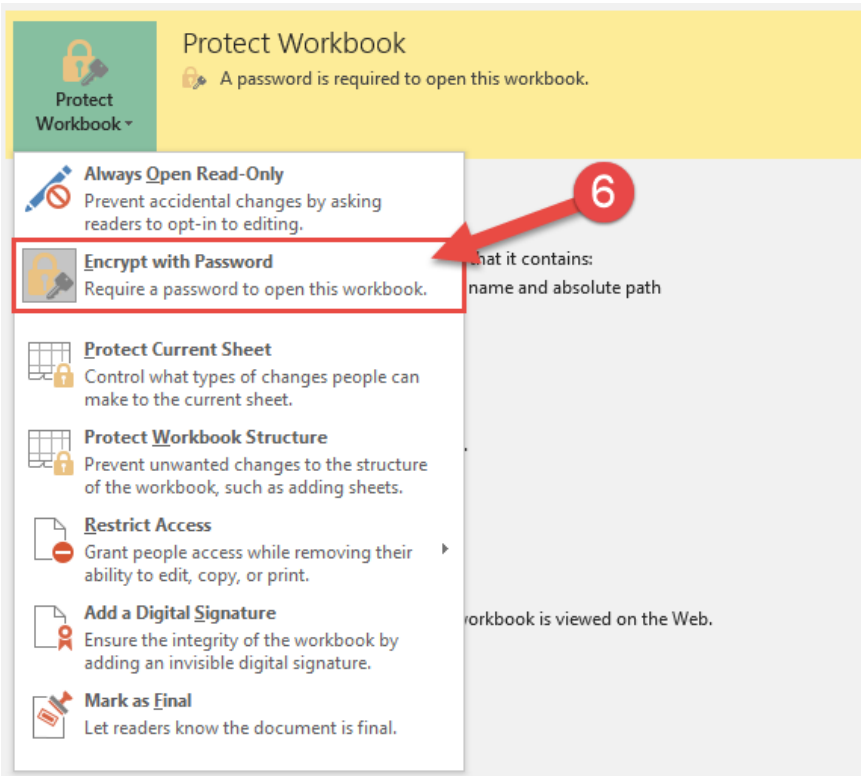
3. Click on the File tab at the top left of your screen.



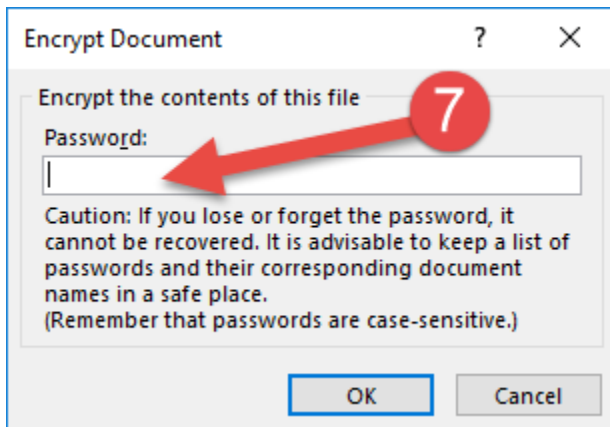
4. The File menu will open. Select the "Info" tab.
5. In the "Info" tab, click on "Protect Workbook".



6. A list of options will appear. Select "Encrypt with Password".



7. An "Encrypt Document" window will open. Delete the password entered there, then click OK.

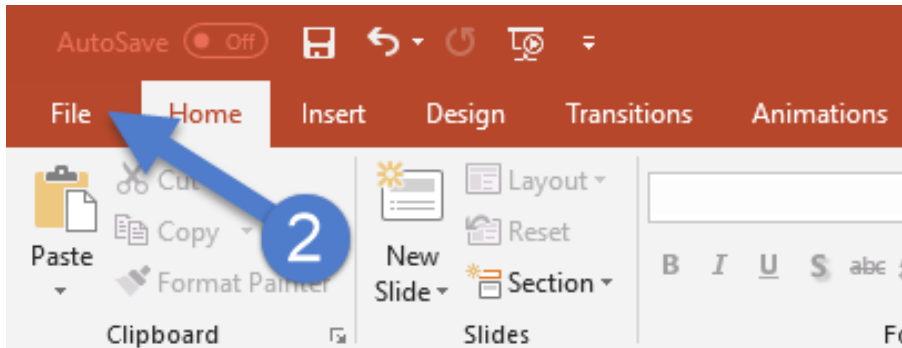


8. The protection will now be disabled. Save the workbook in order to save the modification.

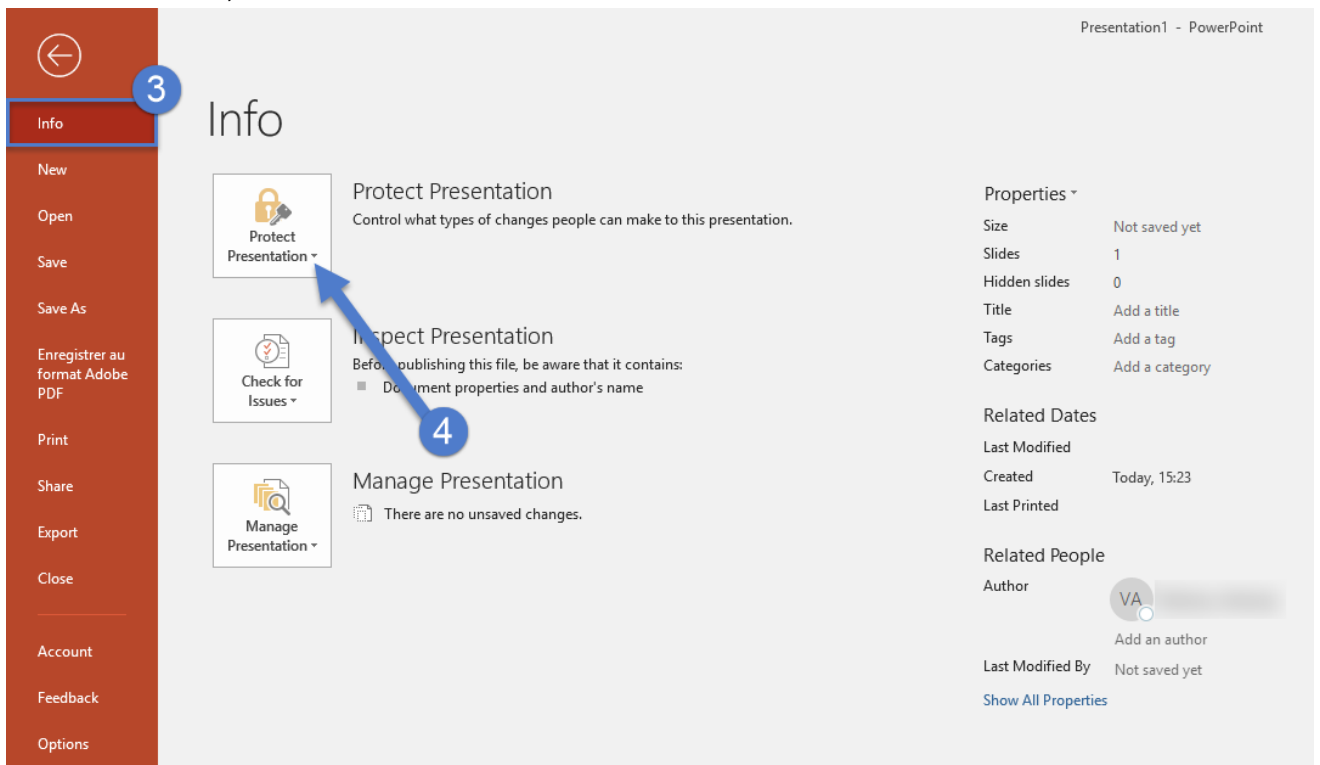
# PowerPoint presentation (.pptx .ppt)

## Adding a password

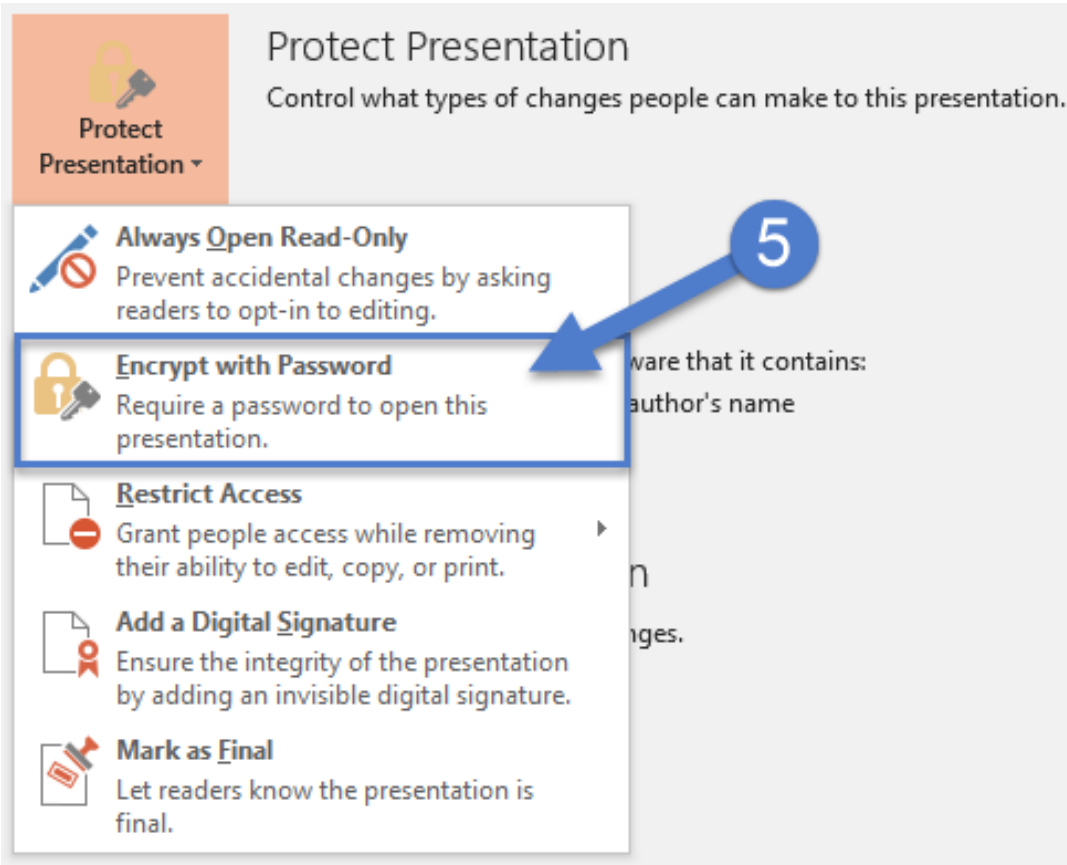
1. Open the PowerPoint presentation you want to protect.
2. Click on the File tab at the top left of your screen.



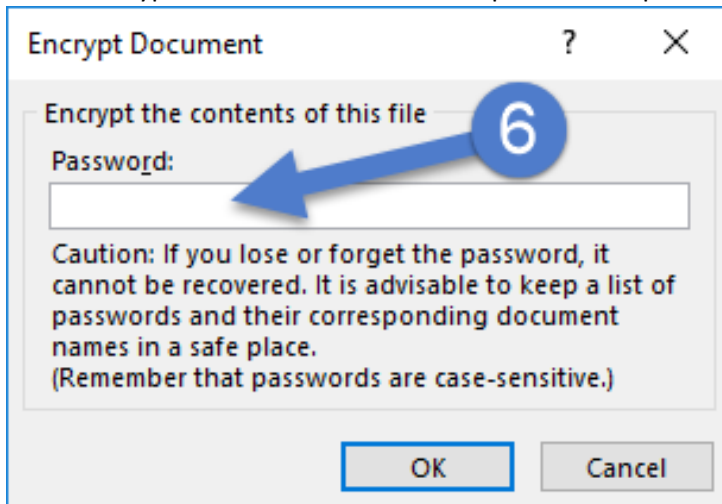
3. The File menu will open. Select the "Info" tab.
4. In the "Info" tab, click on "Protect Presentation".



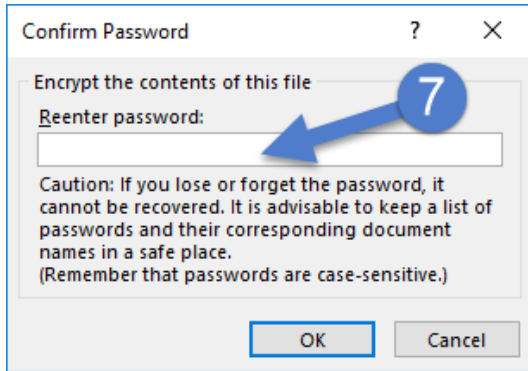
5. A list of options will appear. Select "Encrypt with Password".



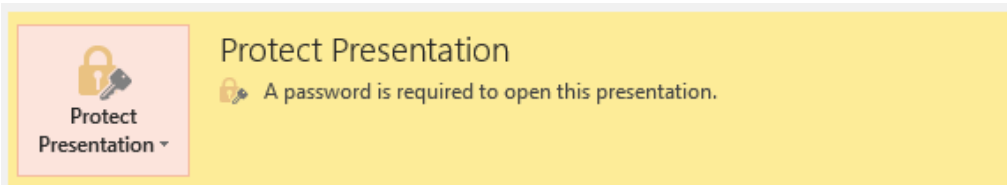
6. An "Encrypt Document" window will open. Enter a password, then click OK.



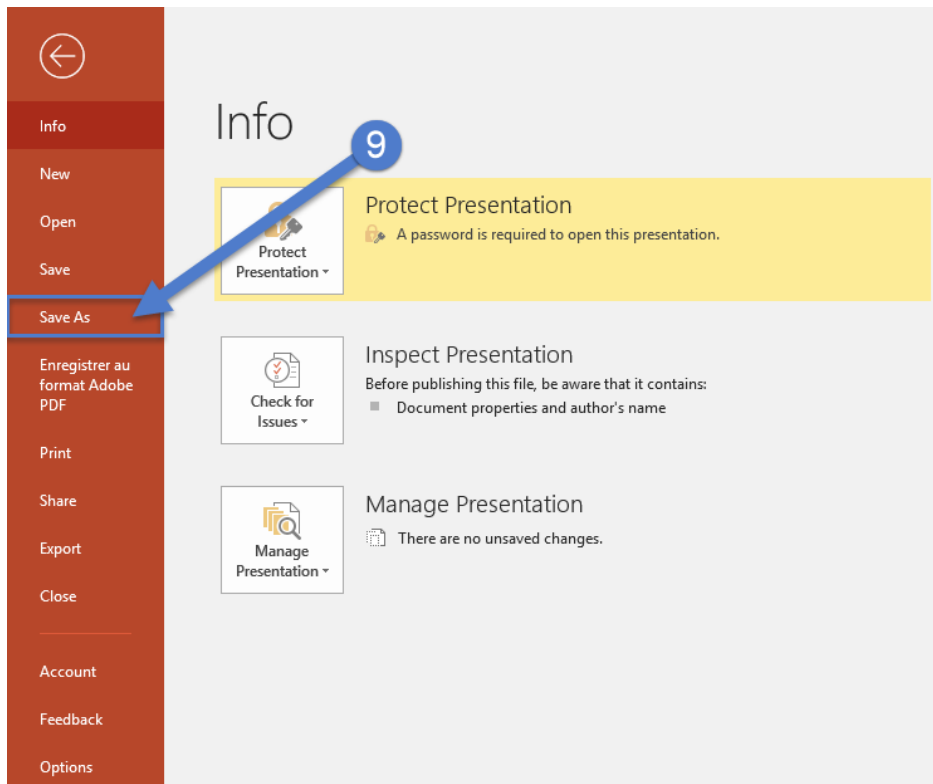
7. A new window will appear asking you to re-enter your password to confirm. Enter your password again and click OK.



8. It will now be indicated that your presentation is protected by a password.



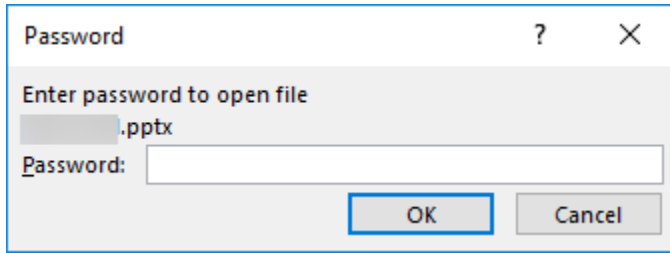
9. Click on "Save As" to create a copy of the presentation with a password.





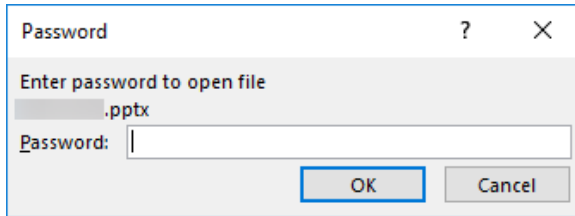
Result:

The password will, from now on, be required when opening this document.

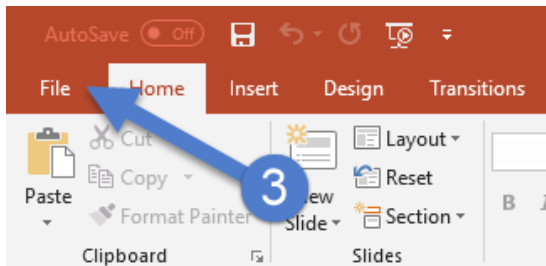


## Removing a password

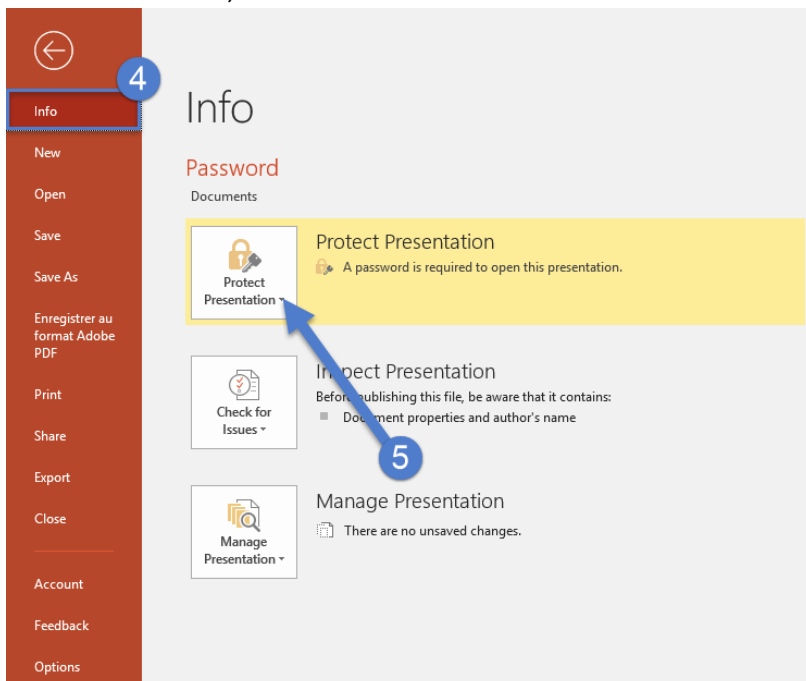
1. Open the PowerPoint presentation from which you want to remove password protection.
2. Enter the password to access the presentation.



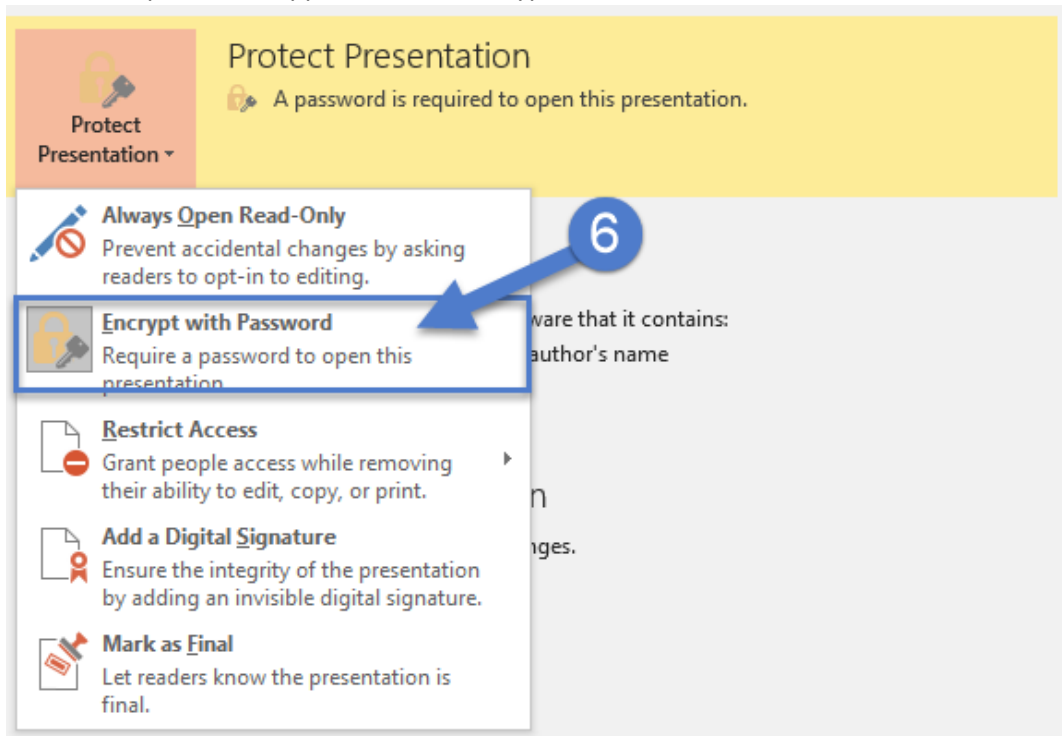
3. Click on the File tab at the top left of your screen.



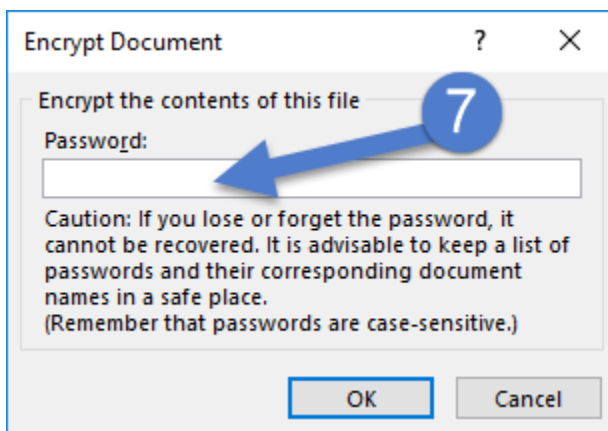
4. The File menu will open. Select the "Info" tab.
5. In the "Info" tab, click on "Protect Presentation".



6. A list of options will appear. Select "Encrypt with Password".



7. An "Encrypt Document" window will open. Delete the password entered there, then click OK.



8. The protection will now be disabled. Save the presentation in order to save the modification.

Picture (.jpeg .png)

It is not possible to encrypt this kind of file. If you have to transmit an image containing confidential data, you are asked to copy this image into a Word document and then protect the document with a password before transmitting it. See the Word procedure above.

## Zip File (.zip)

It is forbidden to transfer ZIP files. We ask you to send each attachment individually after encrypting it with a password. See the procedures above according to the type of file.

**INVESTED IN YOU.**