

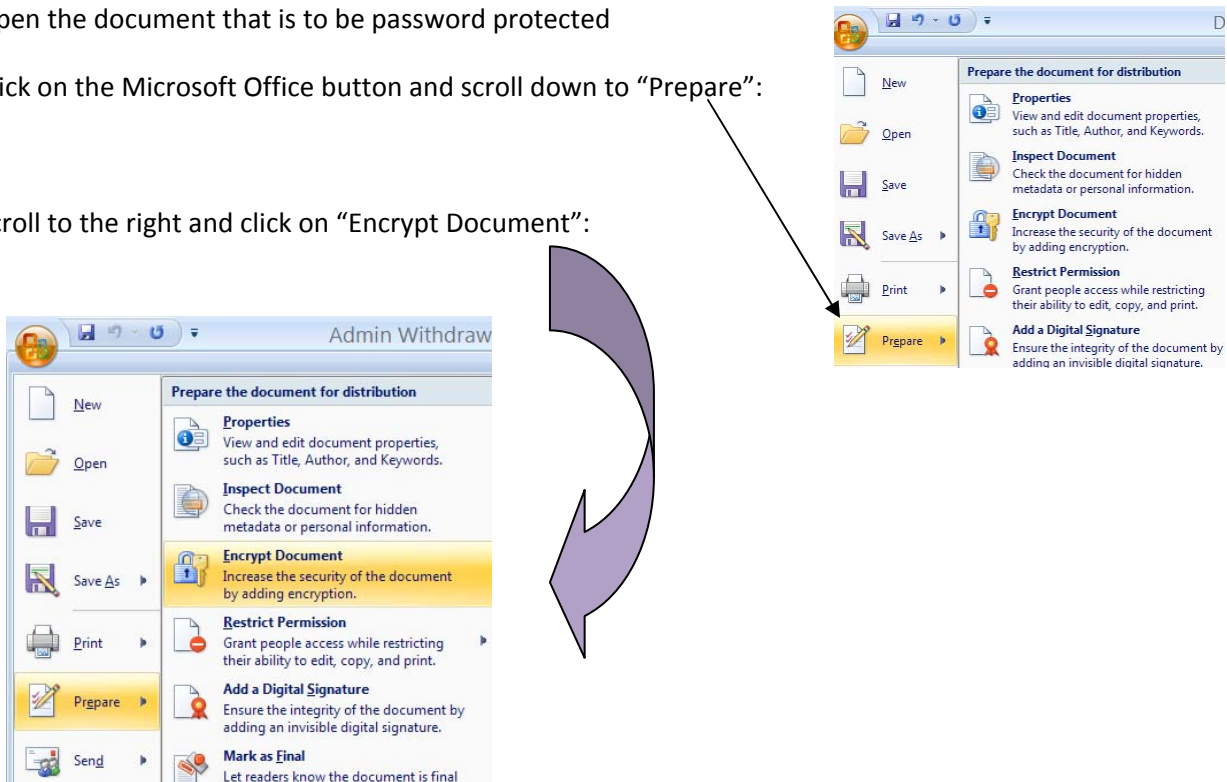
# Encrypting a Word Document

(making it password protected, in accordance with FERPA)

Open the document that is to be password protected

Click on the Microsoft Office button and scroll down to “Prepare”:

Scroll to the right and click on “Encrypt Document”:



When this box appears:



Type in a password and click “OK”. This box will reappear for you to confirm the password you typed in. The document is now “encrypted” and can only be opened by someone that has the password. You can now send this document as an attachment. Use a password that is **verbally** shared with your group—**do not** put the password in the email!