

Microsoft Word 2016 - Encrypting Files with Password Protection

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Step 2

From the Info tab, select Protect Document > Encrypt with Password

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Step 3

The Encrypt Document dialog window appears. Type in a strong password and then click OK.

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Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)						
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Step 4

You will be prompted to Re-enter your desired password in the Confirm password window and click **OK**

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Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)						
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Step 5

Once your password is entered, you must save your document for the encryption to take effect

Note: If you forget your password, this cannot be recover or the information contained in the file