# Word – Password Protecting a document

# Actions

1. Open the document you want password protect
2. Click File which is located at the top left of the screen



1. Click Protect document



1. Click Encrypt with Password



1. Type in the password you want use and keep a note of it with a reference to the file



1. Re-enter the password to confirm it



1. When opening the document, it will request the password. Type in the password and click Ok



1. Done