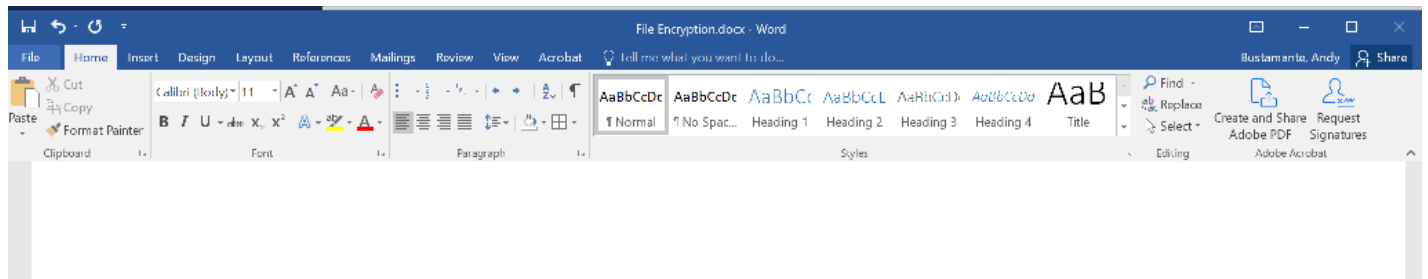


# WORD - HOW TO ENCRYPT FILES

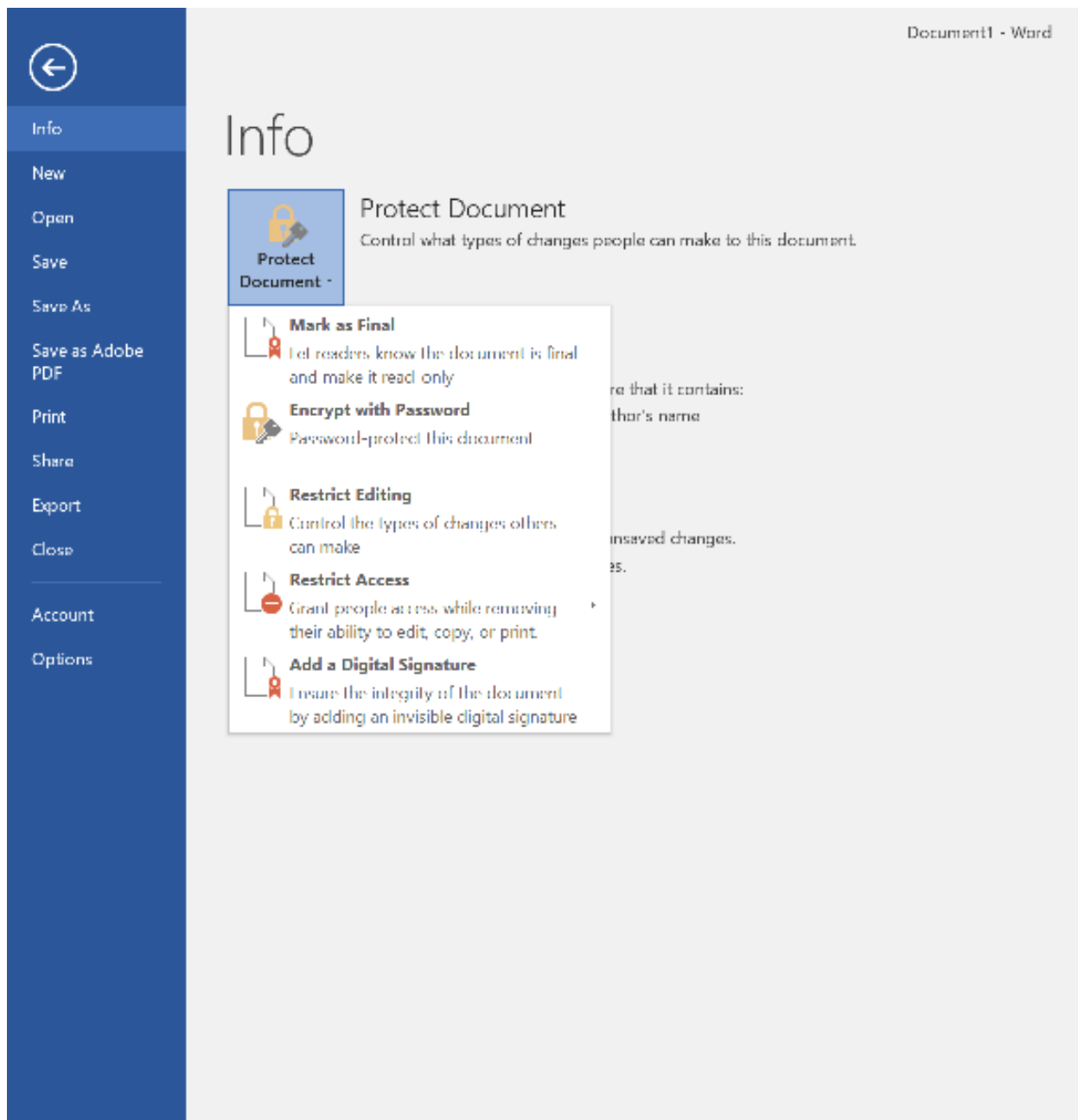
Microsoft Word, has a similar menu. Current versions of the Microsoft Word desktop application, (Office 2016 or later). can encrypt a file. You can do so by opening the Microsoft Word desktop application (not the online version) and selecting:

## 1. File



## 2. Info

### 3. Protect Document



4. Encrypt With Password.

5. Enter a password, and confirm

