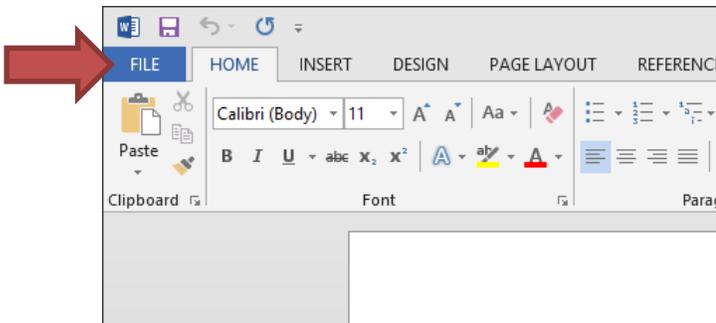# INFORMATION SECURITY
New Mexico State University

In Microsoft Office 2007 and above, you can use passwords to help prevent other people from viewing or modifying your documents, workbooks, and presentations! If you need to e-mail Social Security Numbers, Banner IDs, or any other sensitive data, the file **NEEDS** to be encrypted and password protected.
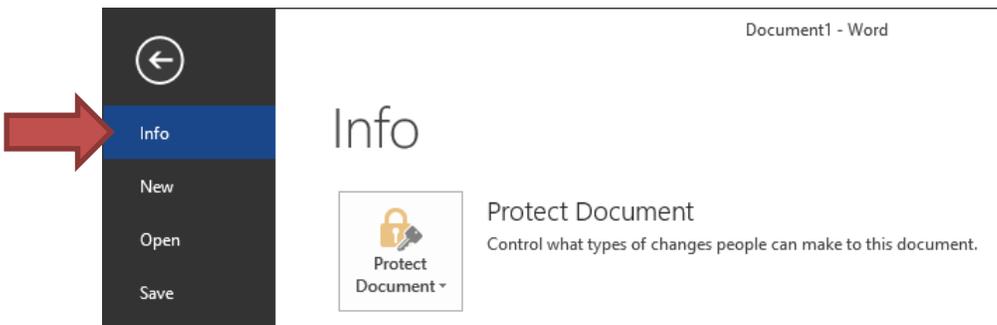
- If you are e-mailing a password protected file, **DO NOT** send the password in the e-mail along with the password protected file. Instead, have the recipient call you on the phone for the password.
- **DO NOT** use a password you normally use – try to make a new one each time. That way, everybody you e-mail a file to won't have your personal password(s).
- Finally, if you will be setting both an open and editing password, it is best to make them different. The point of setting a modify password is to keep people from modifying the file. If both protections are used, and both passwords are the same, when the password is entered to open the file, then it also becomes modifiable, thus defeating the integrity of the file!
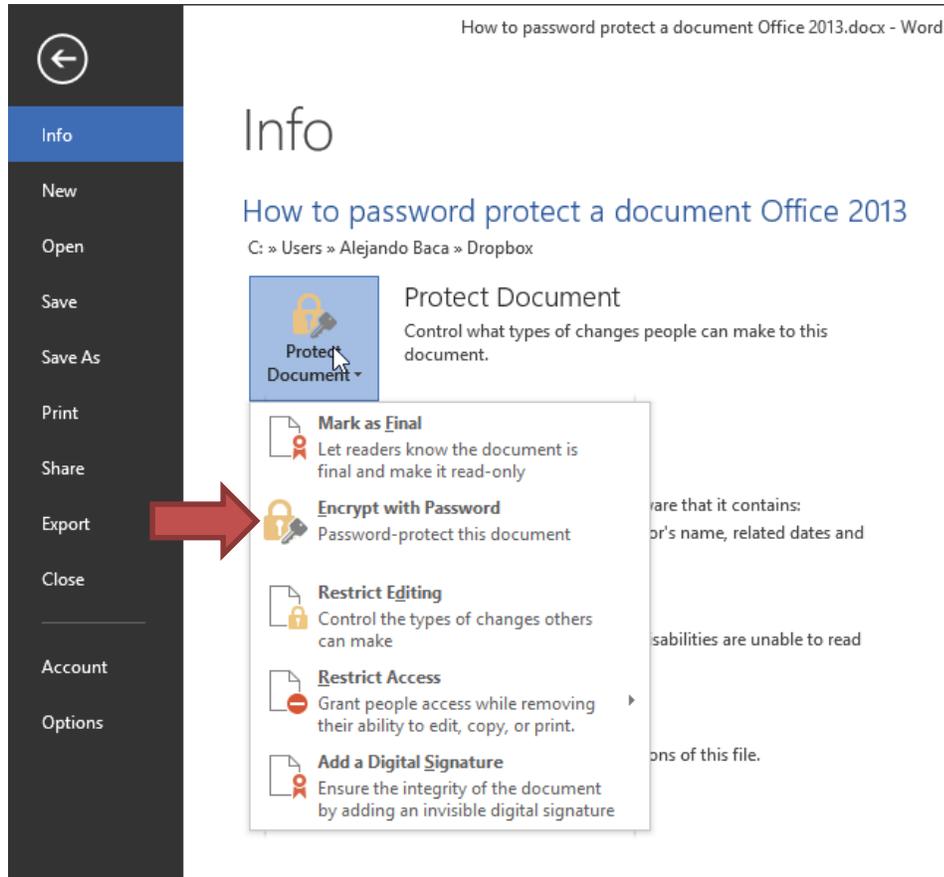
Password protecting a file in Microsoft Office

1. Click the **File** tab.

2. Click **Info.**

3. Click **Protect Document,** and the click **Encrypt with Password.**

4. In the **Encrypt Document** box, type a password, and then click **Ok.**
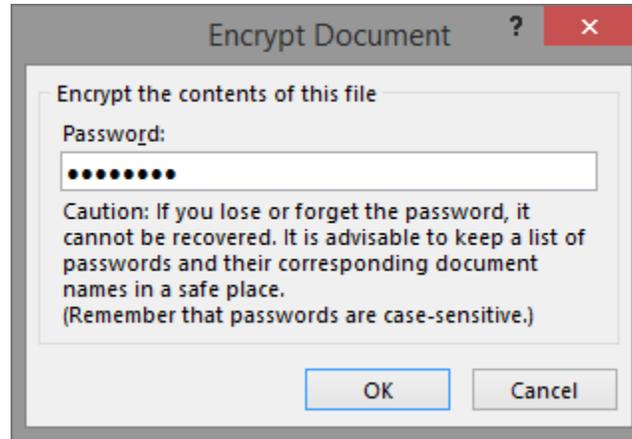
> **If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding documents names in a safe place, such as a password manager. Remember that passwords are case-sensitive!**

5. In the **Confirm Password** box, type the password again, and the click **OK.**

![NM State University Information Security - New Mexico State University]
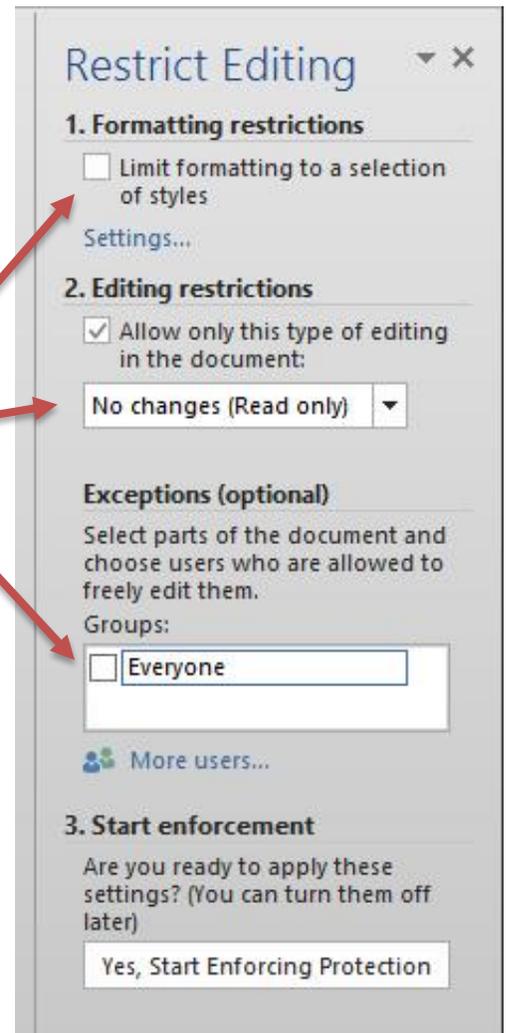
Restricting editing of a file in Microsoft Office

1. Click the **File** tab.

2. Click **Info.**

3. Click **Protect Document,** and then click **Restrict Editing.**

4. A pane will appear on the right side of the document.
   a. Leave **Limit formatting to a selection of styles** unchecked.
   b. Check **Allow only this type of editing in the document:** and select the value **No changes (Read only)** from the dropdown menu.
   c. Leave **Everyone** unchecked in the **Exceptions (optional)** area.
   d. Click **Yes, Start Enforcing Protection.**

5. In the **Start Enforcing Protection** box, type a password, and then click **Ok.**

Restrict Editing

1. Formatting restrictions

☐ Limit formatting to a selection of styles

Settings...

2. Editing restrictions

☑ Allow only this type of editing in the document:

No changes (Read only) ▼

Exceptions (optional)

Select parts of the document and choose users who are allowed to freely edit them.

Groups:

☐ Everyone

👥 More users...

3. Start enforcement

Are you ready to apply these settings? (You can turn them off later)

Yes, Start Enforcing Protection

Start Enforcing Protection   ?   ✕

Protection method

◉ Password

(The document is not encrypted. Malicious users can edit the file and remove the password.)

Enter new password (optional): ●●●●●●●●

Reenter password to confirm: ●●●●●●●●●|

○ User authentication

(Authenticated owners can remove document protection. The document is encrypted and Restricted Access is enabled.)

OK   Cancel

If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding documents names in a safe place, such as a password manager. Remember that passwords are case-sensitive!