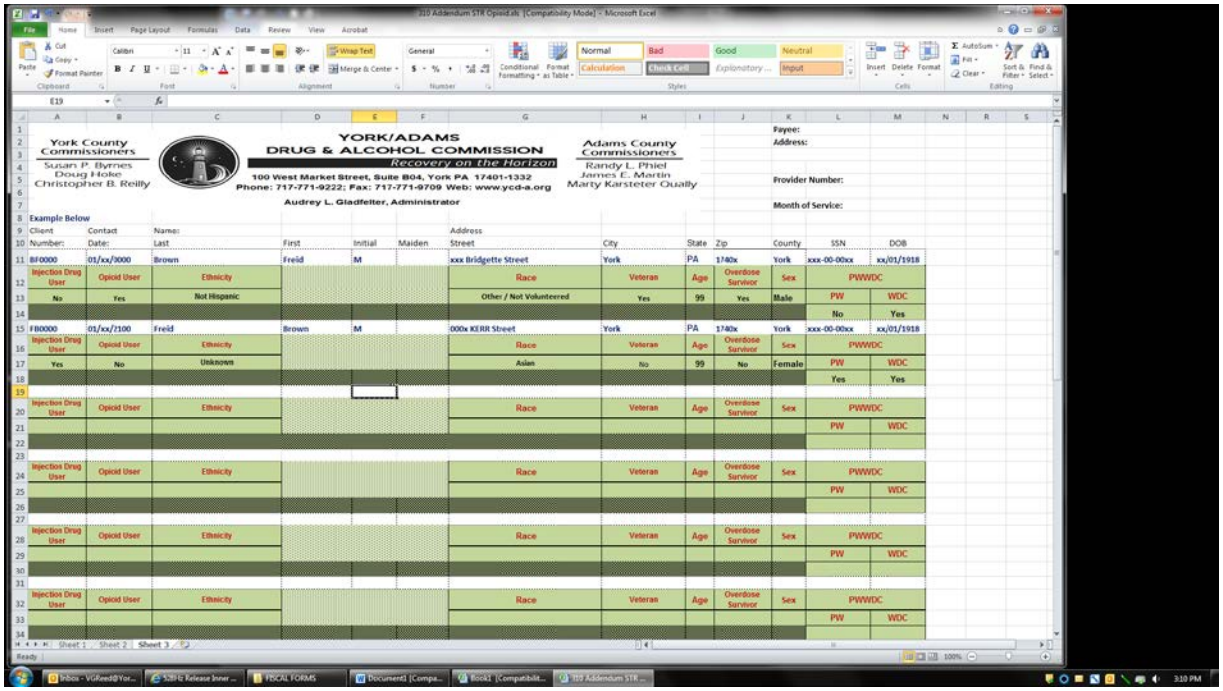
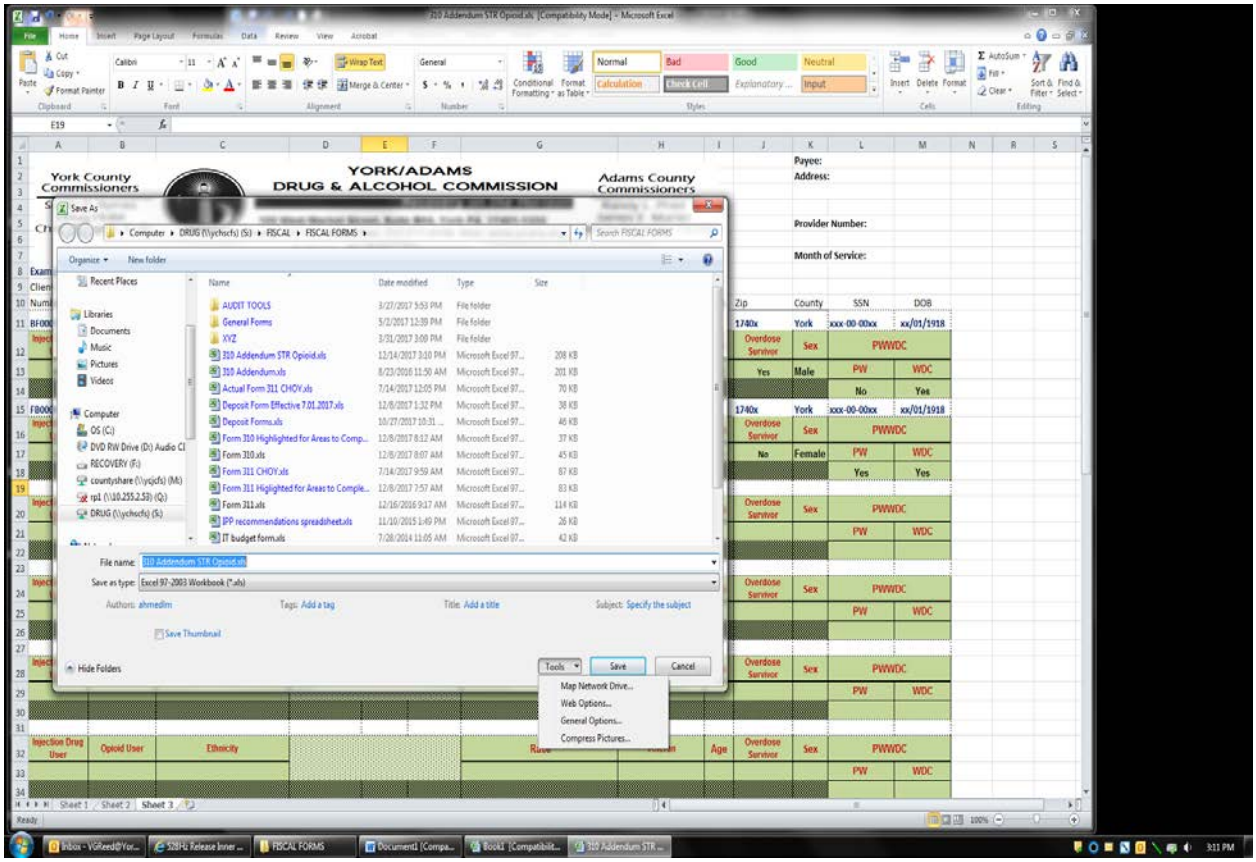
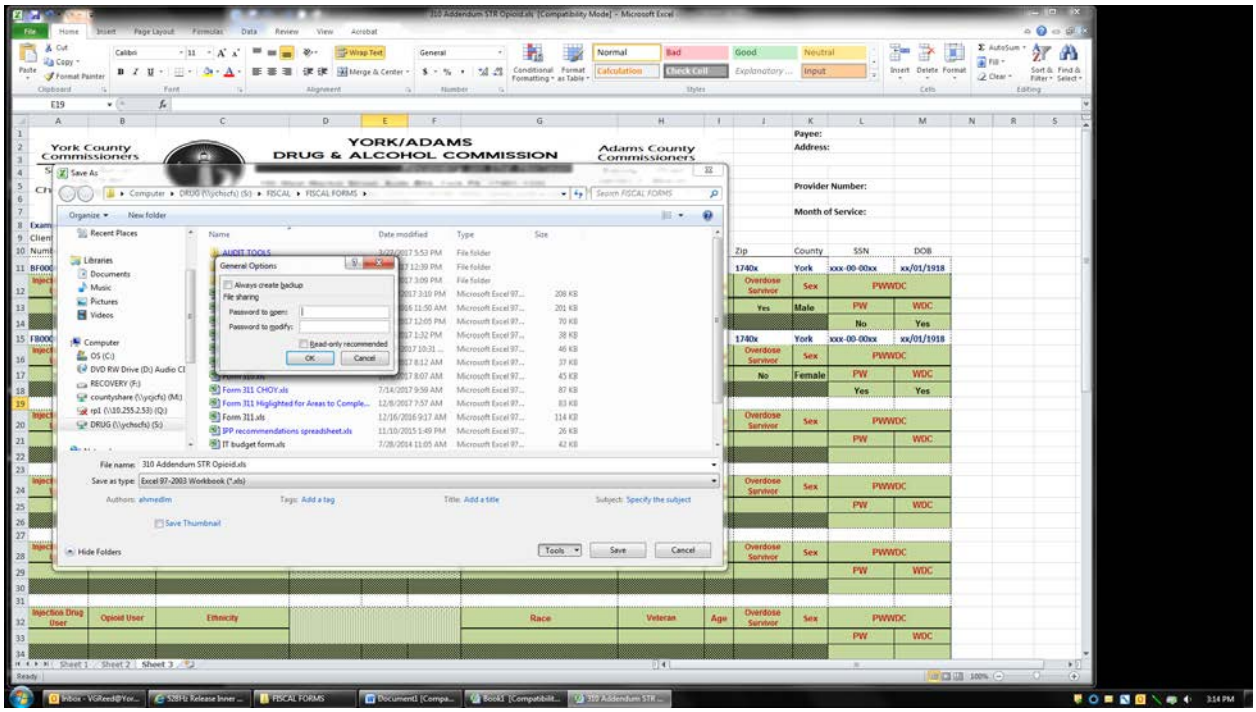
HOW TO PASSWORD PROTECT A FILE



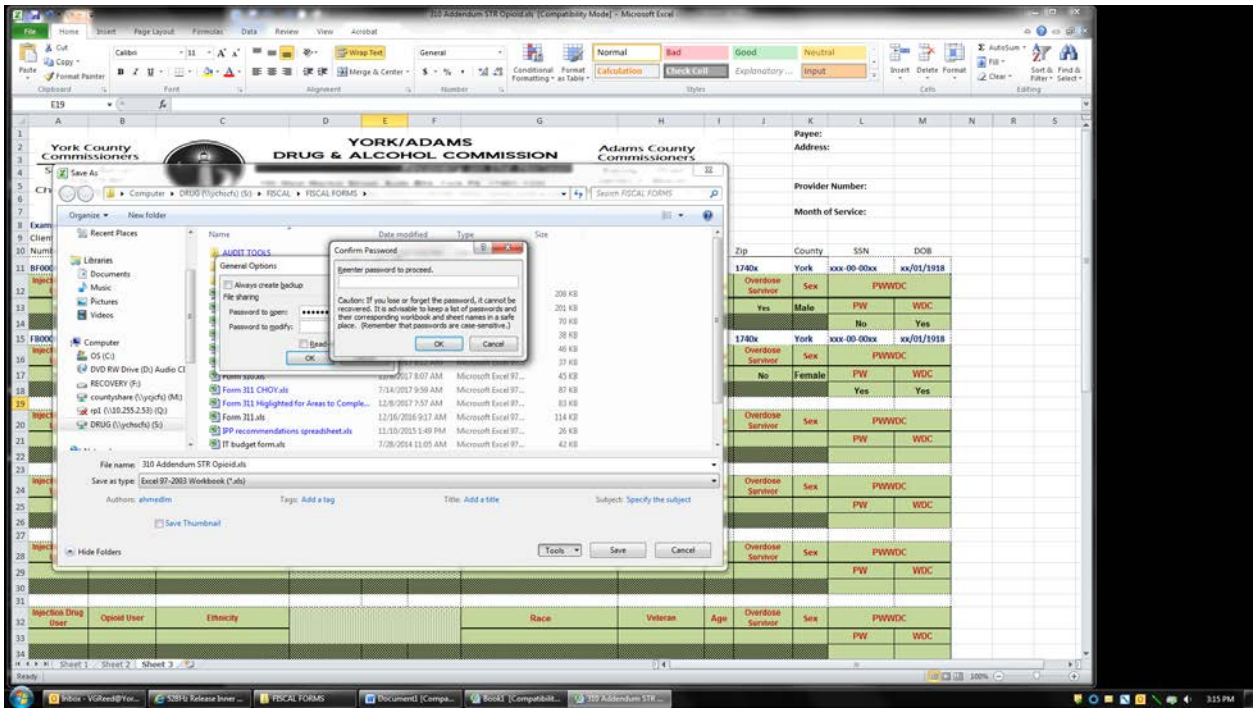
File is completed with information. Go to “File” and “Save As”



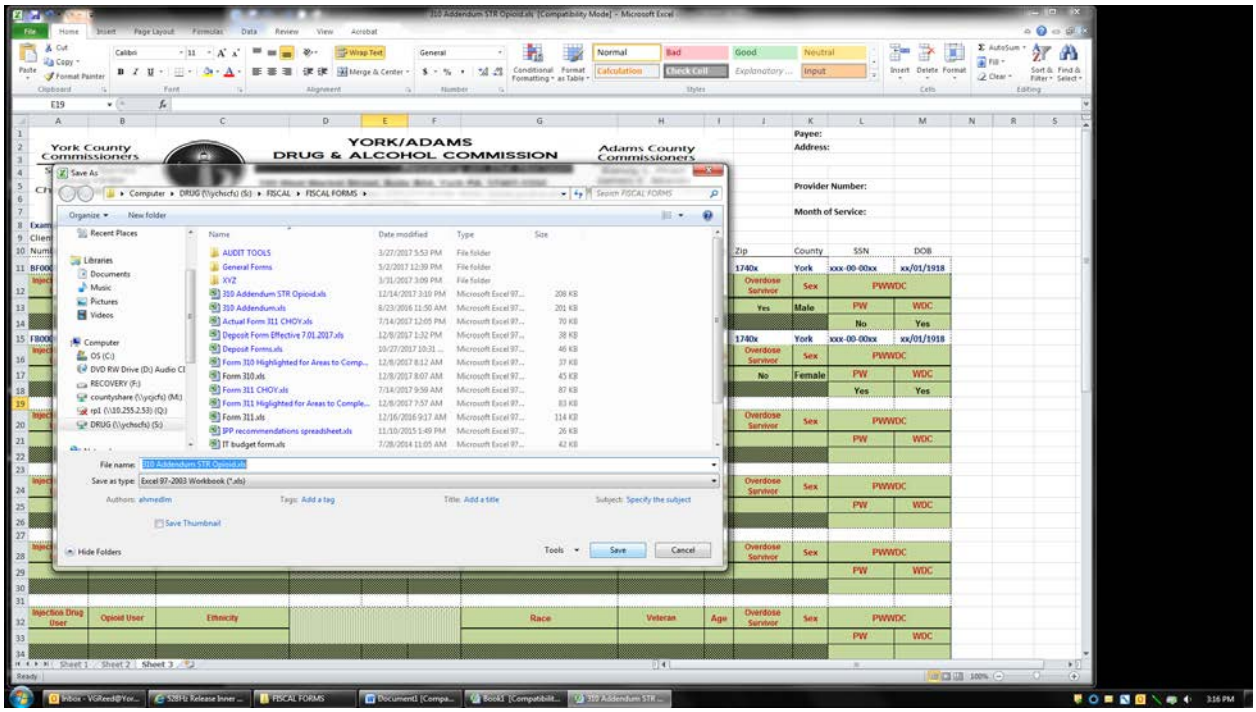
On the dropdown menu from “Tools” select “General Options”



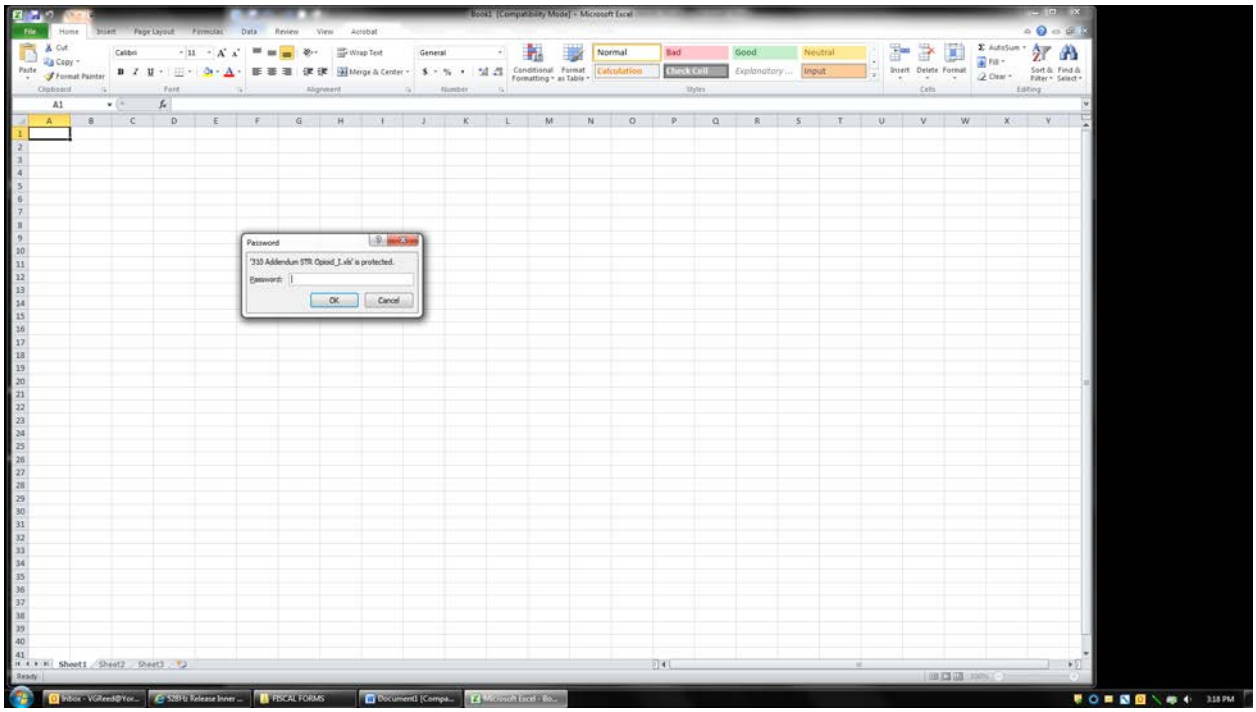
Enter a Password and click “OK”.



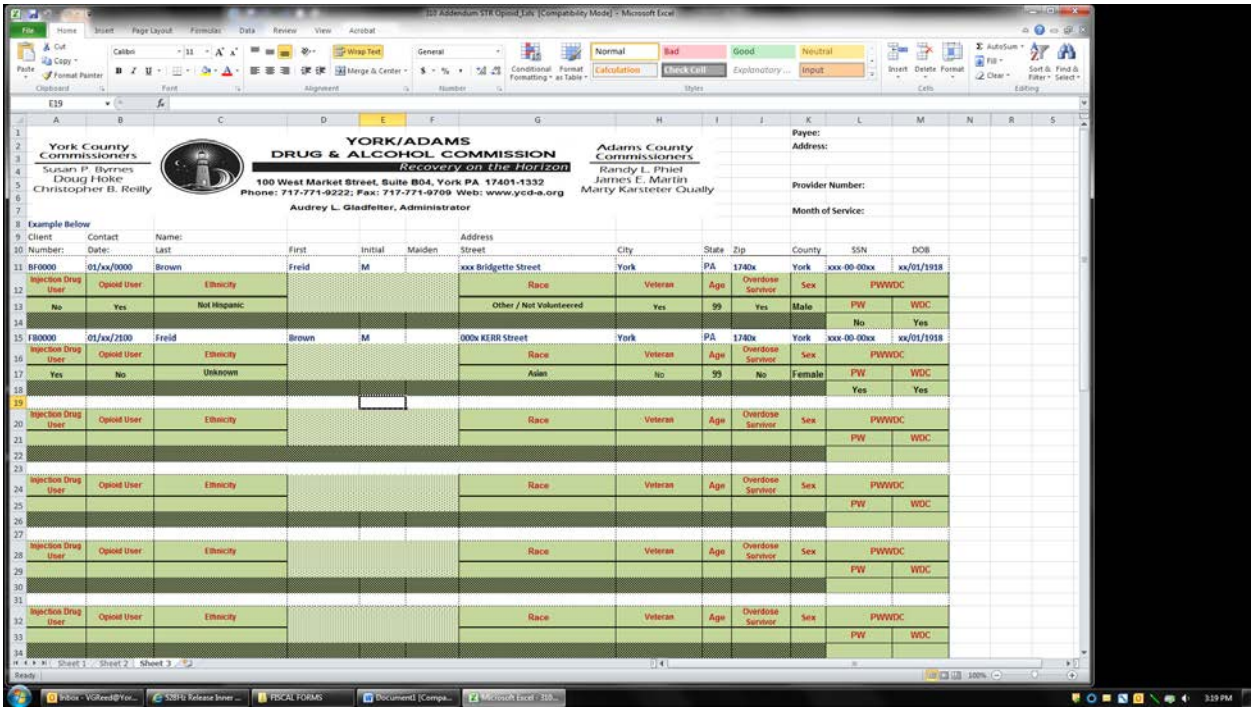
You will be prompted to renter the password. Renter and click “OK”.



After entering file name click “Save”.



When you go to open the file you will be prompted to enter the password you selected. Enter password.



You have just Password Protect a confidential information spreadsheet.

Attach to Email and send to intended recipient. Under a separate email send them the password to open.