

How to Encrypt Documents Using Office 2007

In accordance with UNSH System Access Policy <http://usnholpm.unh.edu/USY/VI.Prop/F.htm>

5.7.1.6.1 A Social Security Number shall not be sent via e-mail unless encrypted or masked for all but the last four (or fewer) digits of the number.

Key Points

- **Office 2007 is required to create and view encrypted information because of its enhanced security features. Office 2003 users will not be able to open encrypted documents. KSC users of Office 2003 should [request an upgrade to Office 2007](#).**
- Do not send passwords for encrypted files via email.
- If the password to the encrypted document is forgotten, the password cannot be recovered.

Office 2007 encryption is only effective if you use a strong password to protect the document.

The password to an encrypted Office 2007 document **should not be sent via email**.

Call the recipient to let them know the password needed to view an encrypted document.

Follow KSC Password Policy to create a secure password:

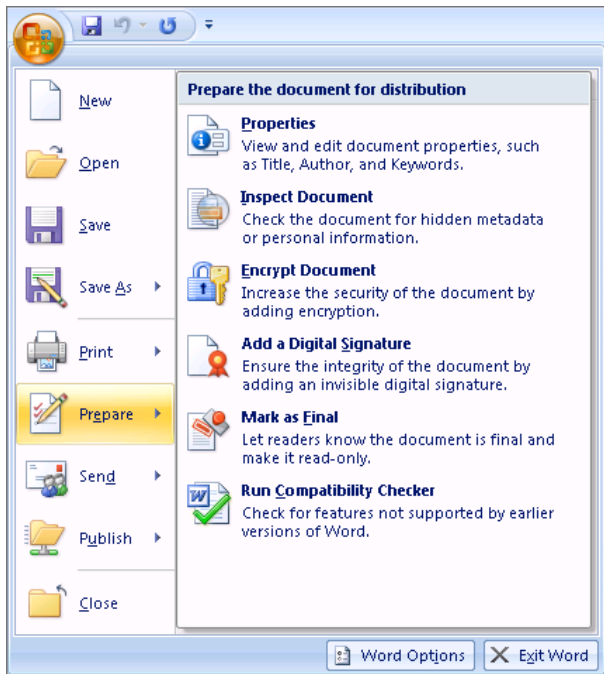
<http://www.keene.edu/it/security/passwordpolicy.cfm>

- Complex passwords follow the following standards:
 - Contain at least 8 characters
 - Contain characters from three of the following categories:
 - English lower case a-z
 - English Upper case A-Z
 - Numbers 0-9
 - Special characters, e.g. \$#@!%^&()+-
 - DO NOT contain any portion of the faculty or staff's username
 - Do not use your NetID password

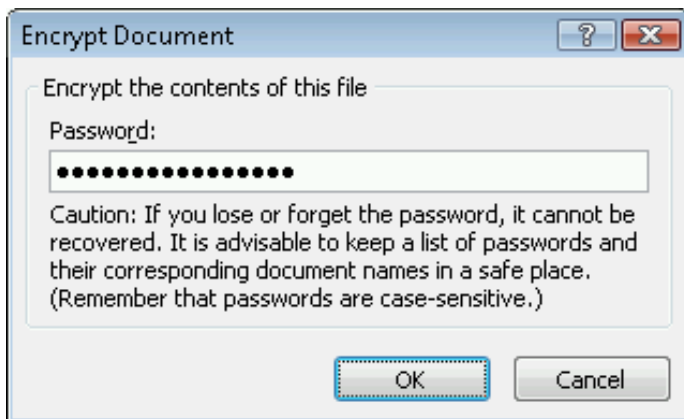
Perform the following steps to encrypt a sensitive document in Office 2007:

1. Open the document you wish to encrypt in Word 2007 or Excel 2007.
2. Click the **Office Button at the upper left** and select **Prepare**.
3. Click **Encrypt Document**.

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Encrypt Document dialog box will pop up. Enter a password in the Password text box. Keep in mind that if you lose or forget the password, it cannot be recovered. Click **OK**.



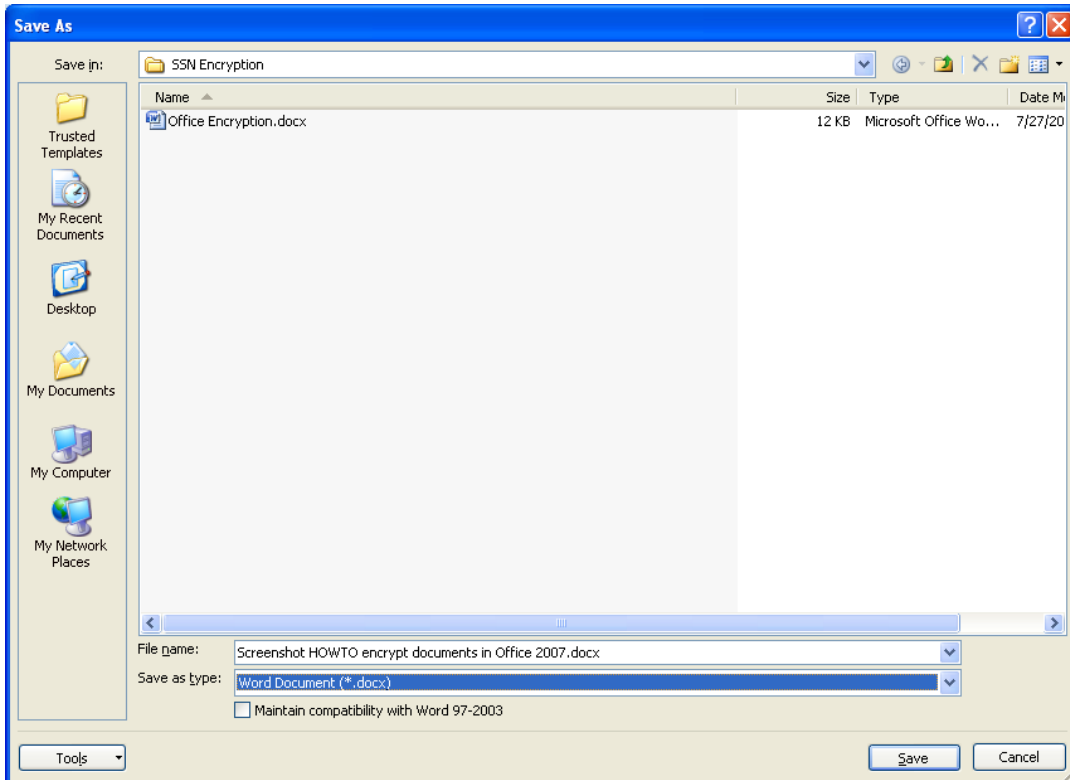
Verify the password by typing it in the **Confirm Password** window and press **Ok**.

Click on the Office Button, select "Save As" and save the document in Office 2007 format (.docx,.xlsx) or you'll lose the strength of the encryption provided by Office 2007.

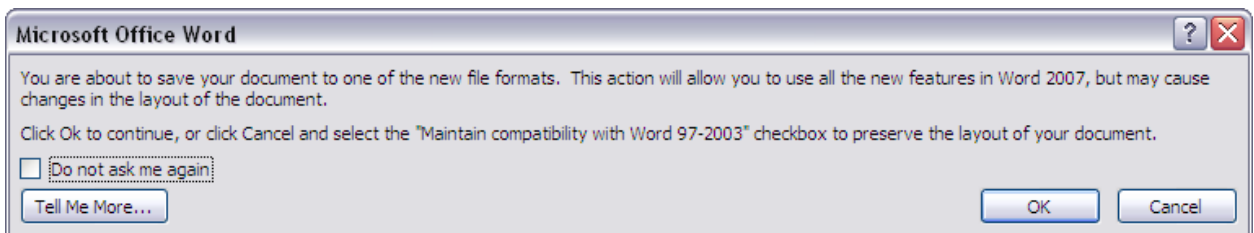
- a. Click on the drop-down **Save as type** box drop-down arrow.
- b. **Select the first drop-down option for Word (.docx) Word or Excel (.xlsx).**

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- c. Do not check option to maintain compatibility with previous Office versions.



4. Click OK to continue saving the document



This document is now encrypted and safe to use for the purposes of emailing sensitive information. This document will not be able accessible without entering the password.

If you have any questions regarding this or any other technology issue, please feel free to contact the HelpDesk at 358-2532, email helpdesk@keene.edu or stop by our office on the 2nd floor of Elliot Hall.