

## PROTECTING AN EXCEL SPREADSHEET:

**After you have completed** the Housing spreadsheet follow the instructions below to encrypt it.

1. Select **File**, then select **Info**.
2. Select the **Protect Workbook** box and choose **Encrypt with Password**.
3. Enter a password in the **Password** box, and then select **OK**.
4. Confirm the password in the **Reenter Password** box, and then select **OK**.
5. **SAVE** the housing spreadsheet and exit the file
6. Once you have done this attach protected spreadsheet and email to [icerachel2003@yahoo.com](mailto:icerachel2003@yahoo.com)
  1. In a **separate** email send the password to the protected spreadsheet
  2. Once you have protected this spreadsheet, you will also need to enter your password to open it.

### Warning:

- Microsoft cannot retrieve forgotten passwords, so be sure that your password is especially memorable.
- There are no restrictions on the passwords you use with regards to length, characters or numbers, but passwords are case-sensitive.
- It's not always secure to distribute password-protected files that contain sensitive information such as credit card numbers.
- Be cautious when sharing files or passwords with other users. You still run the risk of passwords falling into the hands of unintended users. Remember that locking a file with a password does not necessarily protect your file from malicious intent.