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WHAT's New?



Setting Password Protection for Opening Excel File

Do you have a Confidential Excel File that needs protection against unauthorized viewing? Or files that you are the only one authorized to modify?

Here is a great way of safeguarding the contents of your files, **File Sharing Protection.**

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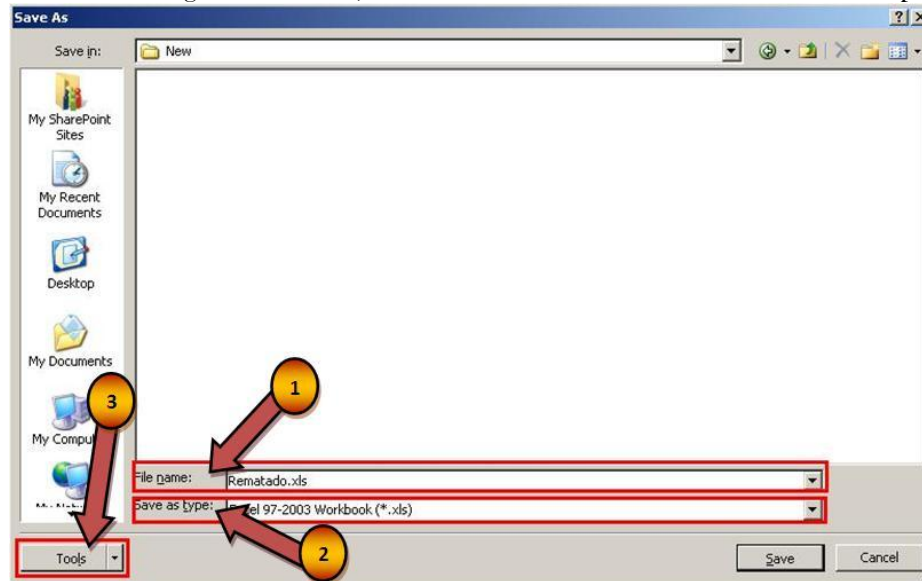
Excel Tip: File Sharing Protection

There are two ways to protect your Excel File against unauthorized File Sharing.

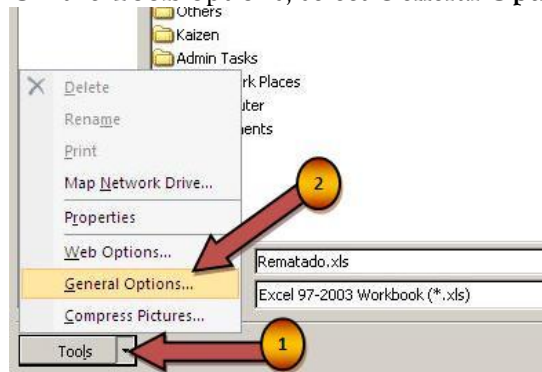
- Password Protection upon Opening the File
- Password Protection in Modifying the File

To Setup File Sharing Protection:

1. Upon completing your file, click the Microsoft Office button , and then select **Save As**.
2. This will prompt the Save As Dialog box.
3. Provide your desired File Name and File Type.
4. Before clicking **Save** button, click the **Tools** button on the bottom left part of the Save As Dialog.



5. On the **Tools** options, select **General Options**.



6. This will display the **File Sharing Options**.

[To Setup Password Protection upon Opening the file](#)

7. Provide your desired Password in the **Password to open** text box.



8. Then click **Ok** button. Excel ask you to retype your Password for confirmation. Click **Ok** button again.

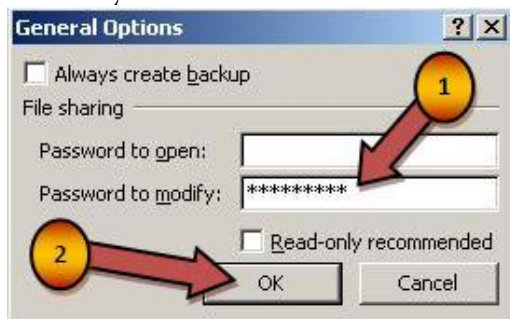


9. It will redirect you back to the **Save As** dialog box.
10. You can now save your excel file. Click **Save** button.
11. The next time you will open your file, it will ask for the Password.



[To Setup Password Protection in Modifying the file](#)

12. Provide your desired Password in the **Password to modify** text box.



13. Then click **Ok** button. This will ask you to retype your Password for confirmation. Click **Ok** button again.



14. It will redirect you back to the **Save As** dialog box.

15. You can now save your excel file. Click **Save** button.

16. The next time you will open your file, it will ask for the Password for write access to be able to modify the file. Else, it will be opened as Read-Only file.

