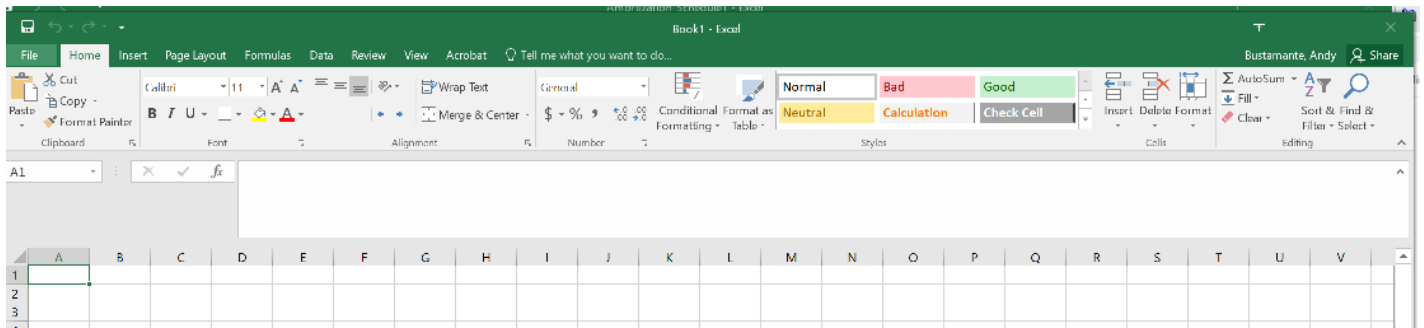


EXCEL - HOW TO ENCRYPT FILES

Current versions of the Microsoft Excel desktop application, Office 2016 or later, support approved encryption. To protect an Excel workbook, ensure you are utilizing the Excel desktop application (not the online version) and select:

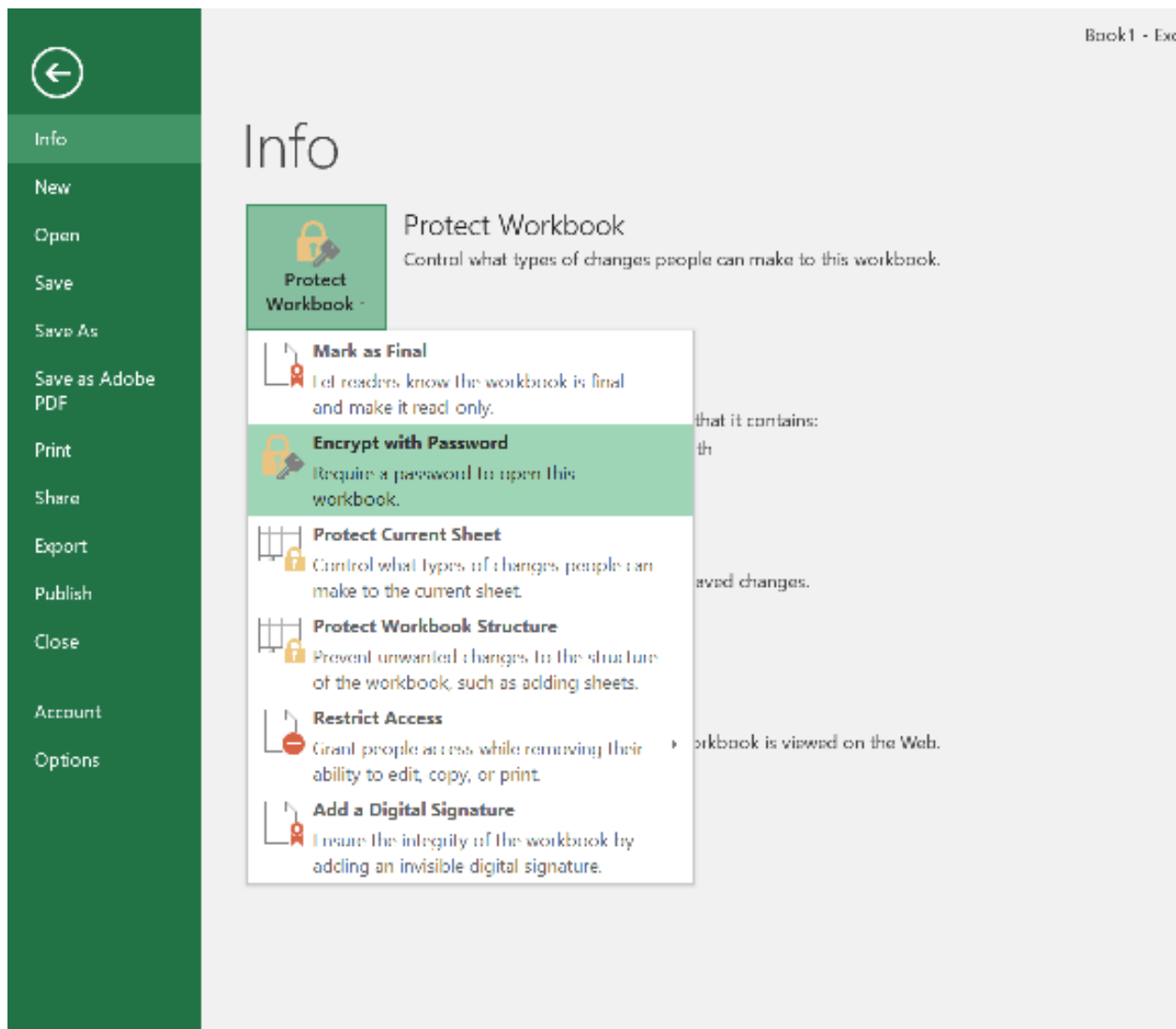
1. File



2. Info

3. Protect Workbook

4. Encrypt With Password.



5. Enter a compliant password, and confirm.

