

This demonstration will show you how to encrypt documents that you want to attach to an email.

First attach the files by navigating to the them, then select and insert them.

You now see the attached files. In this example we are attaching two of the more common document types, a PDF and a Word Document, it should be noted that this method will work for all Microsoft Office file types including Excel.

Once the files have been attached, open one to begin the encryption process.

Click the file tab at the top left. Once on the info page click Protect Document and select Encrypt with Password from the drop down menu.

A pop-up will ask you to enter a password to assign to the document.

Once you have entered the password you will need to confirm it by re-entering it.

Ensure that you don't forget the password, and do be aware that the password is only assigned to the attached copy not the original stored on your local or shared drive.

Once the password has been confirmed, the Protect Document option will appear highlighted.

To apply the password you will need to save the document.

After saving the document you can confirm the application of the password by opening the attached document at which point you will be required to enter the password before the file will open.

The process for encrypting a PDF is very similar. After attaching the document open it and select the file tab in the top left and click on Properties.

In the Document Properties window select the Security tab and select Password Security from Security Method menu.

Check the Require password to open box and enter the password in the text field below.

Acrobat will rate your password strength.

After clicking OK a pop-up will request you to confirm the password you just entered.

Acrobat will remind you that the security settings will not be applied until you have saved the file.

After clicking OK click the Save Icon. To confirm your changes have been applied open the file and enter the password when asked. It must be noted that the option to encrypt a PDF requires a licensed copy of Adobe Acrobat.

When you are ready to send the email, do not put the password into the body of the message you are attaching the document to. Ideally speak with the recipient in person or on the phone, or at the very least send a separate email that contains the password. If the recipient is someone you correspond with regularly, you can establish a recurring password that you can use for each encrypted document that you send them.