



Dear Diane,

I need to send an Excel spreadsheet to a co-worker, but it should be locked and I don't want anyone else to be able to open it. Is there some way I can do this?

Securely Sending Email

Dear Insecure,

Yes, there is a way you can protect your worksheet. There are two ways you can protect a sheet. One way is to protect it from changes and the other way it to add a password to protect it from anyone else opening the workbook. I am thinking you want the latter way of protecting the workbook. If you want to protect the workbook you can do this, if you are using Office 2007, by clicking on the Office button.

Under the Prepare option select Encrypt Document.

Once you select Encrypt Document you will add a password. The only way this document can be viewed or opened is for them to use the password. Do not send the password in the same email as the attached document.

You may want to call them on the phone to give them the password.

Now you can attach the document to your email message and only you and the person you give the password to can open this document.

Good luck....DSG

