Encrypt/Password Protect your Adobe (PDF) or MS Word Document

1. **Encrypt/password protect your document and attach it to your email to skyfaoffice@smccd.edu.**
   a. **Include your name and student ID number in the email.**
2. **Send a 2nd email to skyfaoffice@smccd.edu with the password.**
   a. **Include your name and student ID number in the email.**

Adobe Acrobat (PDF) Encryption

a) Open your PDF document
b) Select the **Tools** menu
c) Click on **Protect**
d) Click on **Advanced Options**
e) From the drop down, select **2 Encrypt with Password**
   a. New dialogue box opens: **Are you sure you want to change the security on this document?**
   b. Click on **Yes**
f) Check box ☑ **Require a password to open the document**
g) Enter a password in **Document Open Password** field
h) Under **Options** section, select **Encrypt all document contents**
i) Click **OK**
j) Enter password again to confirm
k) Click **OK**

Microsoft (Word) Encrypt with Password

a) Open your MS Word document
b) Click on **File** menu
c) Select **Info** tab
d) Click on **Protect Document** button
e) Click **Encrypt with Password**
f) Enter password
g) Click **OK**
h) Enter password again to confirm
i) Click **OK**