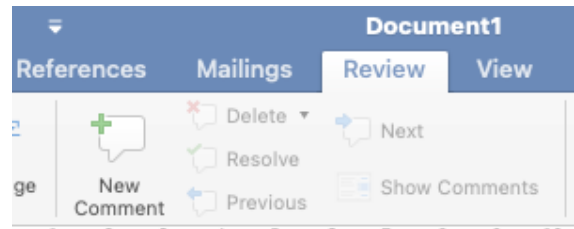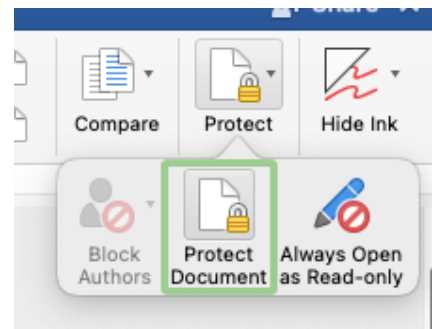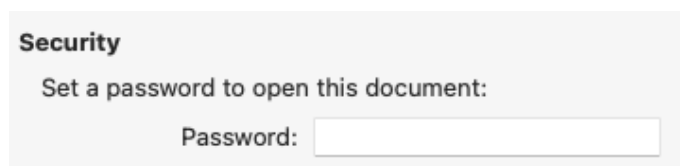# How to Password Protect a Word Document

Once you have finished working on your document and before sending it via eMail to an authorised member of Refugees Welcome please password protect your work. You may do this by going to "Review" in the toolbar.
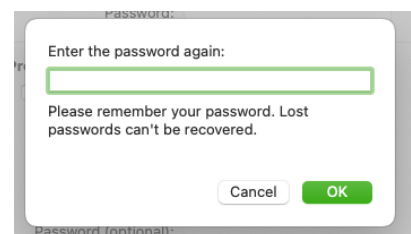

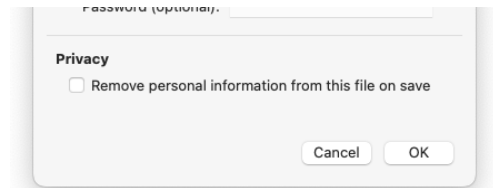**Go to and click "Protect" then in the dropdown menu click on "Protect Document"**

Set a password in the top password box

Enter your password again in the popup box and click "OK"

Click "OK" at the bottom of the dialogue box

Your document is now protected

*** Don't forget to make a note of your password and let an authorised member of the Refugees Welcome team know what your password is so that they may access your document ***