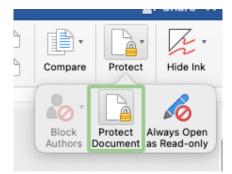
## How to Password Protect a Word Document

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.

5	-		Document1	
Ref	erences	Mailings	Review	View
	+	🏷 Delete 🔻	Next	
		Resolve	L HOAL	
ge	New Comment	Previous	Show C	omments

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



Set a password in the top password box

Security	
Set a password to open	this document:
Password:	

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

rd again:
r your password. Lost be recovered.
Cancel

Click "OK" at the bottom of the dialogue box

Privacy		
Remove pe	ersonal information from this file on s	ave
	Cancel	ок

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 \*\*\*