How To:

Encrypt Microsoft Word Documents

Purpose

In order to secure that sensitive information in transit, the file needs to be encrypted so that only the sender and recipient can read the attachment. Encrypted files cannot be read without a special key which should be transmitted via a different method, such as over the phone.
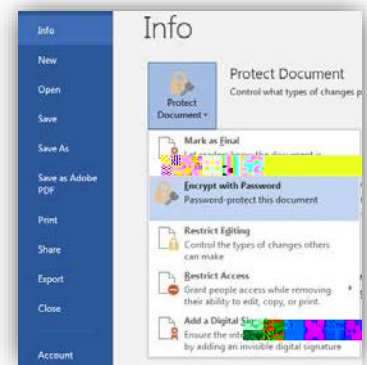
IT IS CRITICALLY IMPORTANT THAT THE KEY IS NOT SENT VIA THE SAME METHOD AS THE ATTACHMENT BECAUSE PRYING ONLOOKERS WOULD HAVE BOTH THE FILE AND KEY.

Encrypting a Word Document with a password

Navigate to File > Protect Document > Encrypt with Password

Assign a password to encrypt the document and click OK.

Re-enter the password and click OK.

How To:

Encrypt Adobe Acrobat Documents

Purpose

In order to secure that sensitive information in transit, the file needs to be encrypted so that only the sender and recipient can read the attachment. Encrypted files cannot be read without a special key which should be transmitted via a different method, such as over the phone.

IT IS CRITICALLY IMPORTANT THAT THE KEY IS NOT SENT VIA THE SAME METHOD AS THE ATTACHMENT BECAUSE PRYING ONLOOKERS WOULD HAVE BOTH THE FILE AND KEY.

Encrypting a PDF file with a password

Navigate to Tools > Protect > Encrypt > Encrypt with Password

Select *Require a Password to Open the Document*.

Assign a password to encrypt the document.

Re-