

# Excel (Mac) - How to password protect and encrypt a workbook

This document explains how to require a password to open a workbook which also encrypts the file.

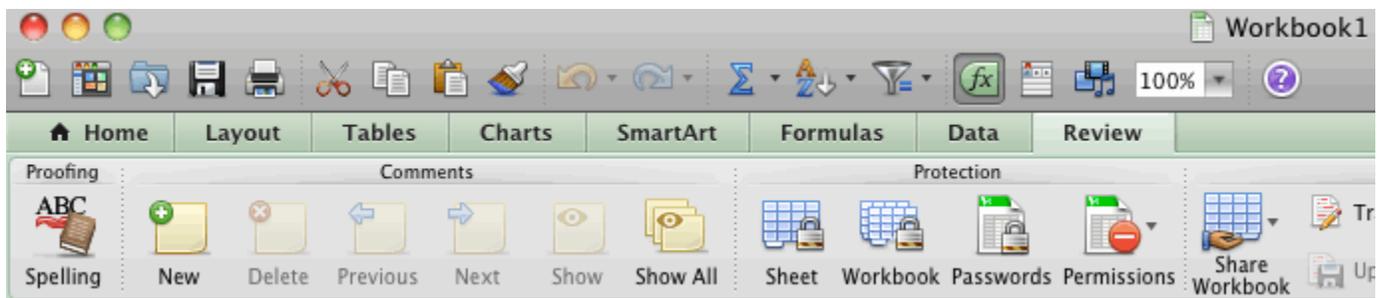
**Caution:** If you lose or forget the password, it cannot be recovered. Encrypted data cannot be recovered without your password.

[If you are using Excel 2011](#)

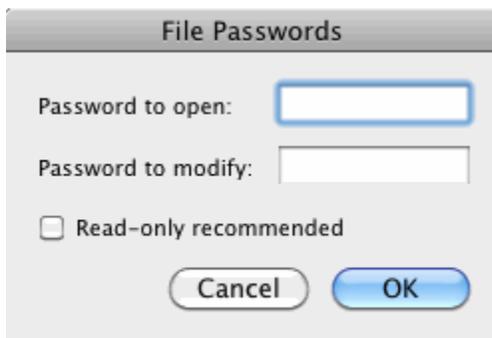
[If you are using Excel 2008](#)

## Excel 2011

- 1) Open the workbook you want to protect.
- 2) On the Review tab, under Protection, click Passwords.



- 3) In the Password to open box, type a password, then click OK. (Note: Password to modify, does not encrypt the document)



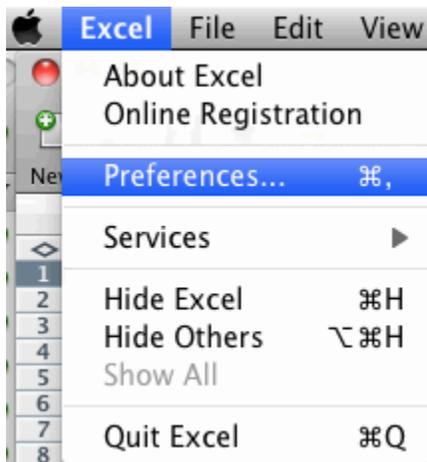
- 4) In the Confirm Password dialog box, type the password again, then click OK.



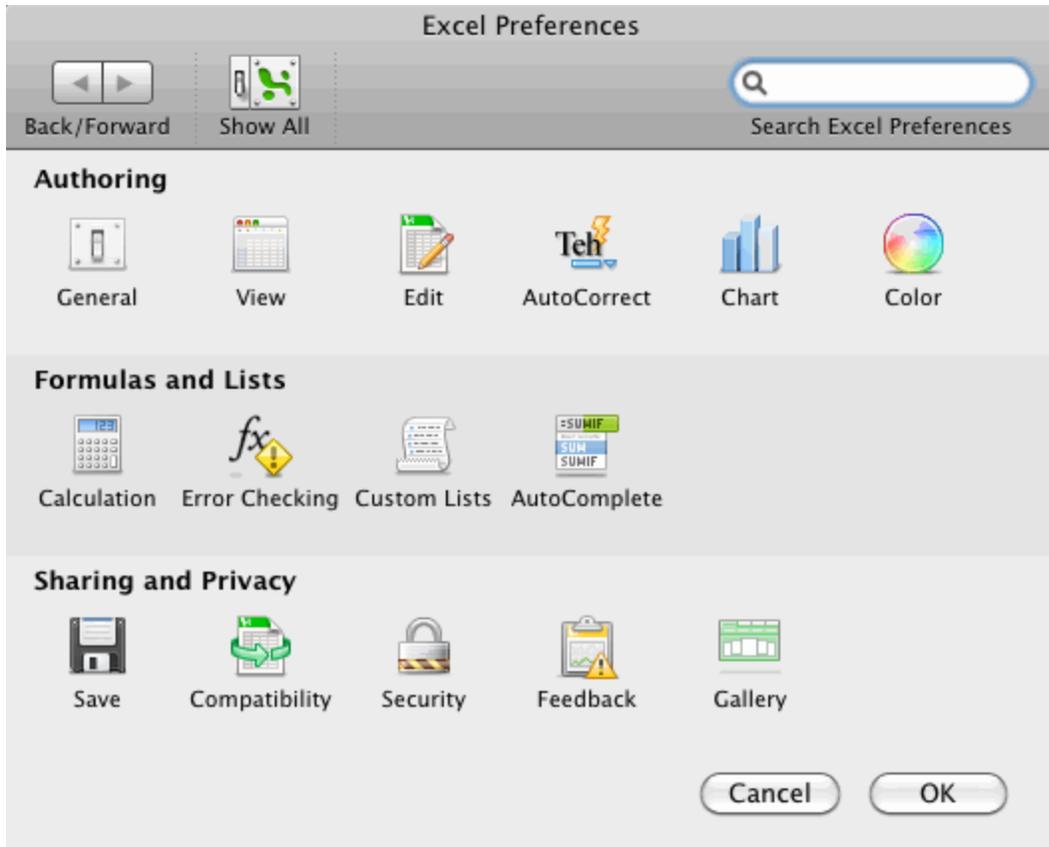
5) Click Save.

## Excel 2008

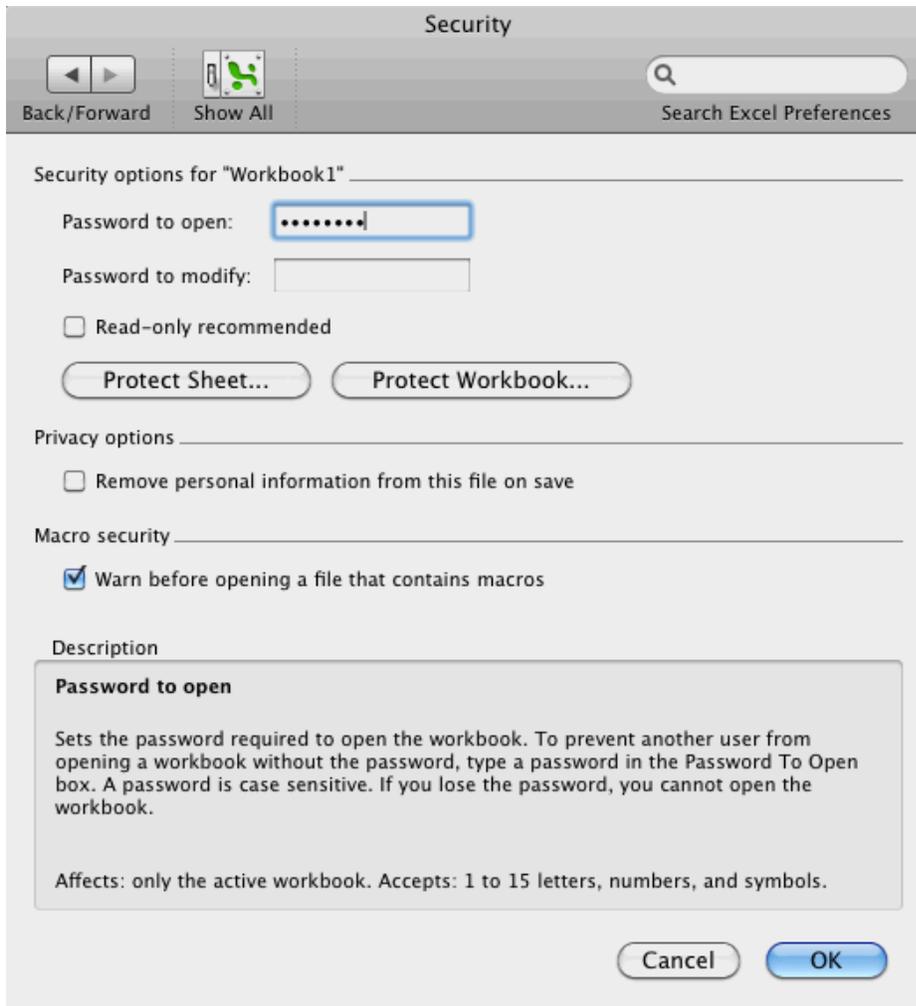
- 1) Open the workbook you want to protect.
- 2) On the Excel menu, click Preferences.



3) Click Security.



4) In the Password to open box, type a password, then click OK.



5) In the Confirm Password dialog box, type the password again, then click OK.



6) Click Save.