Encrypting and Securing Office Documents

The process should be basically the same for any recent Office product, including those in previous versions (2010, 2007).

Notes: To make sure everyone that has permission is viewing the updated file, there must only be one version of the file that everyone is accessing. Therefore, it is recommended that the file be stored on the network, and not on the user profile or elsewhere. Emailing someone the file will not keep them updated with any changes you make to the file after emailing it. Keeping a single file eliminates that issue. Be careful because file access and folder permissions are different. Putting the file in a public location may mean others have access to move and or delete the file even if they cannot view the contents.

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# Microsoft Office 2010 User Restricted Access (RMS Encryption)

1. Go to the "File" tab, and then on the list click the "Info" link.
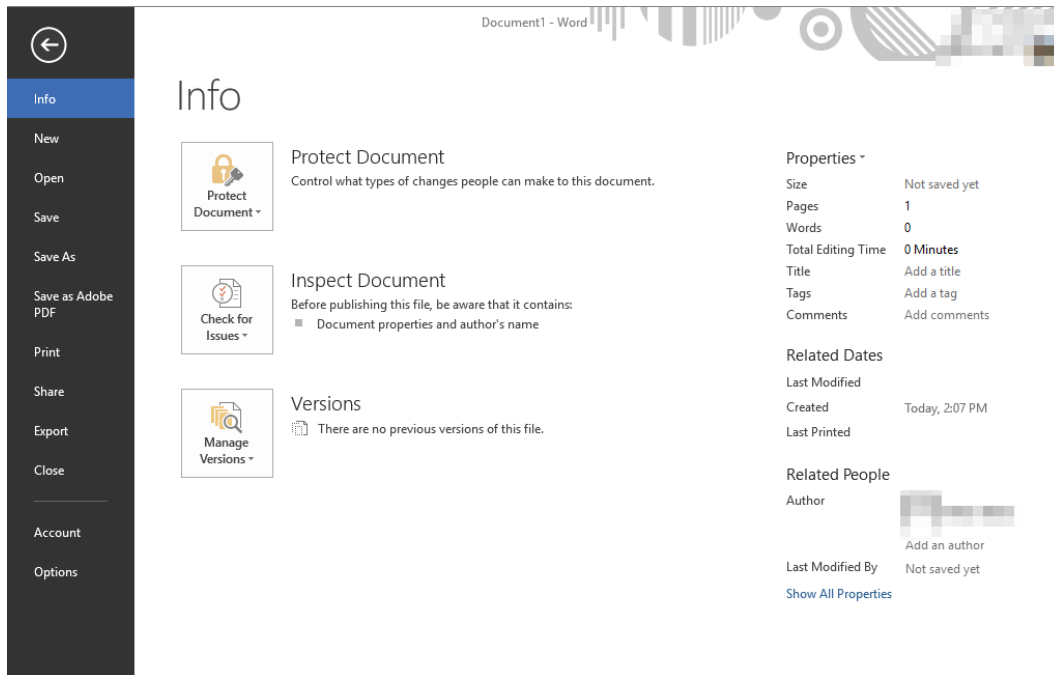
2. Under the "Permissions" heading is the current document protection status. Clicking on "Protect Document" will open a drop down list for protection options. Click on "Restrict Permission by People" then on "Restricted Access". This will then open the Permission window. (you may need to select to connect to the Rights Management Services to get the templates first).
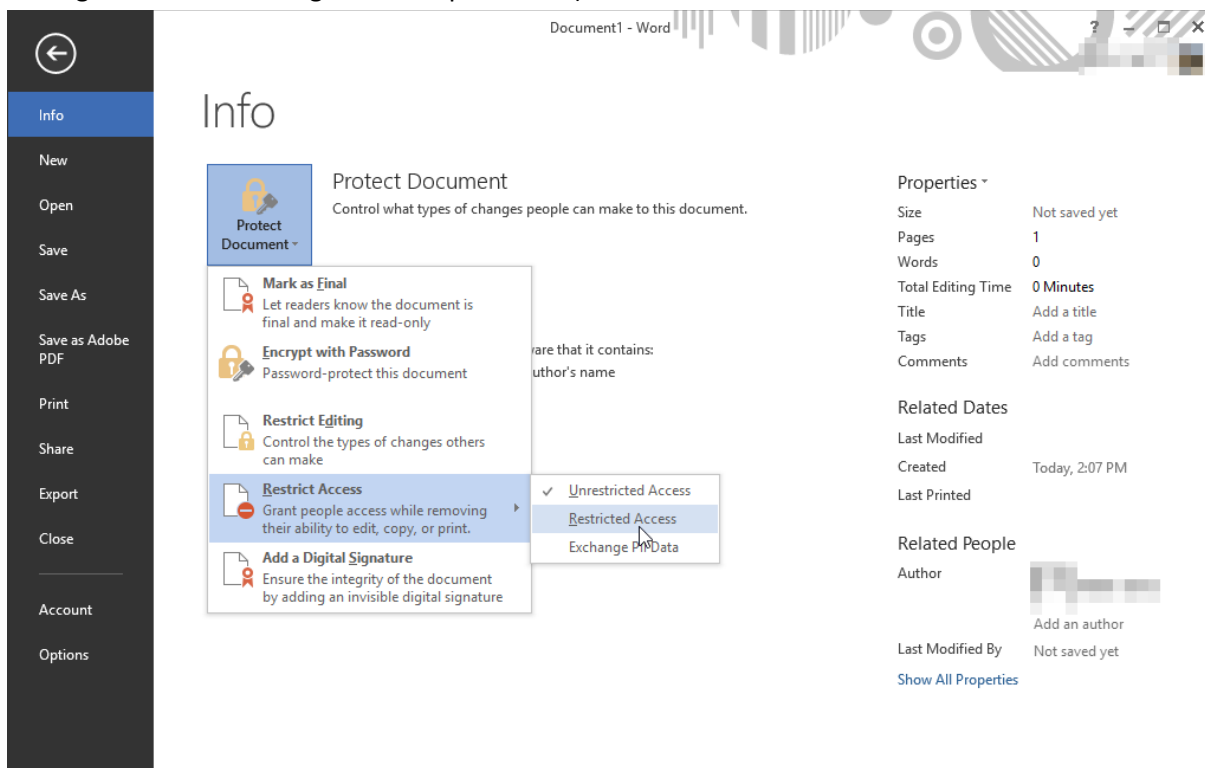
3. Select the "Restrict permission to this document" checkbox to enable restricted access.
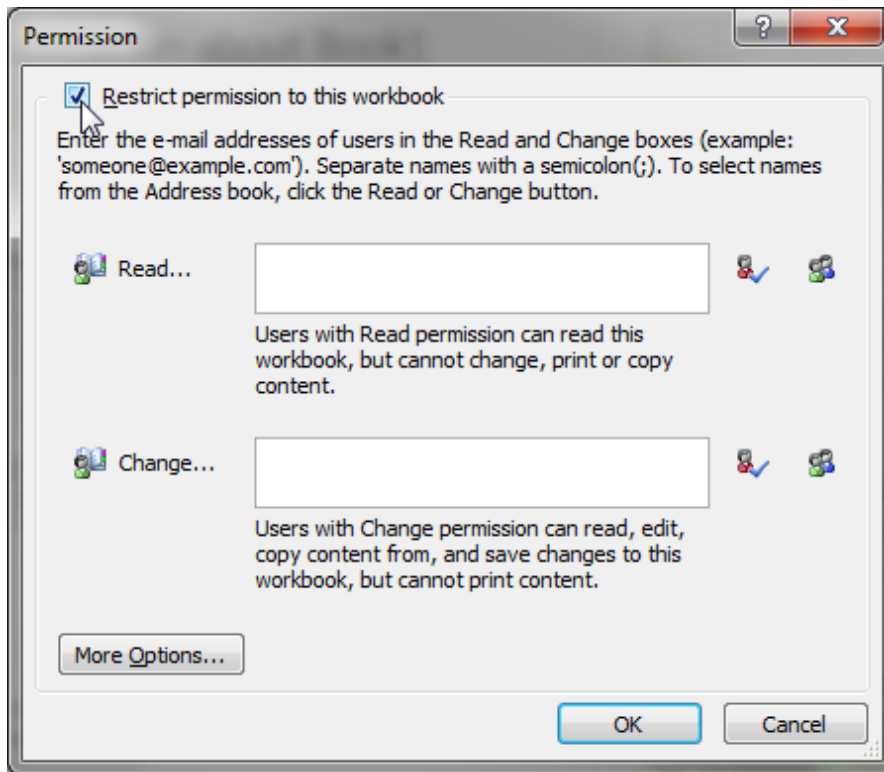

There are 3 main options from there. Add a user with Read only permissions (can only view document contents), add a user with Change permission (can make changes and edit the document and its properties), or select "More Options" for more settings.

To add a read-only user:

1. Click on the "Read…" link in the Permissions window. Then find the user you want to add and select their name. This list is based on our Active Directory, and only includes those with accounts with A&F. Then click "Read ->" at the bottom of the new window, and their name will be added.
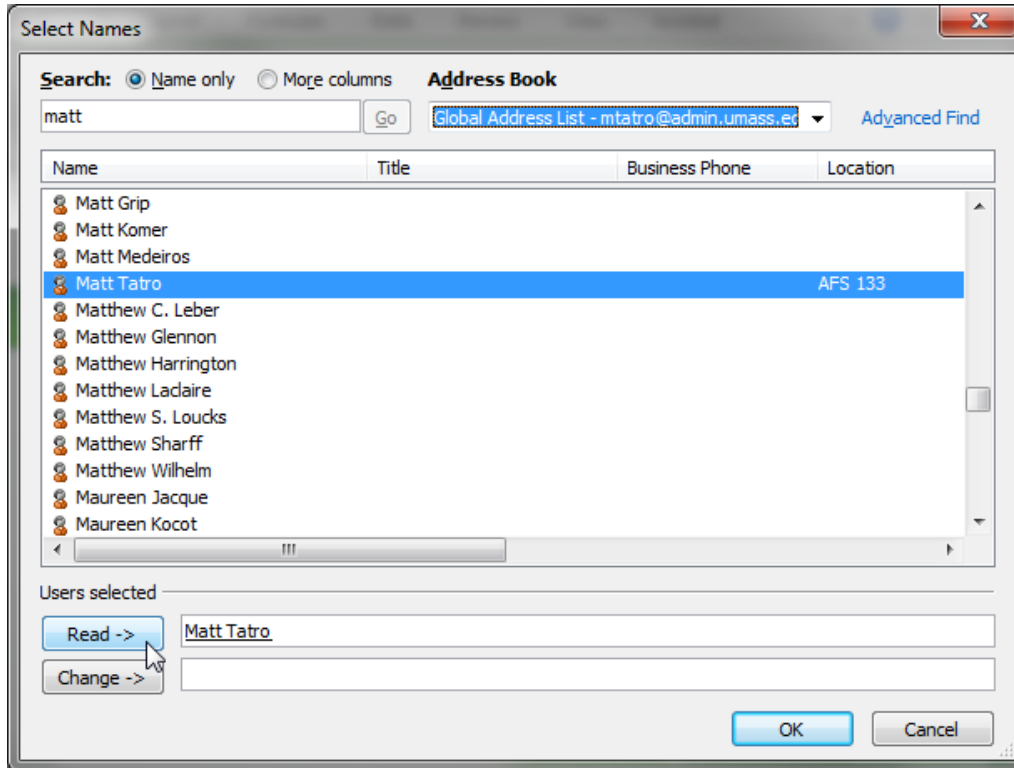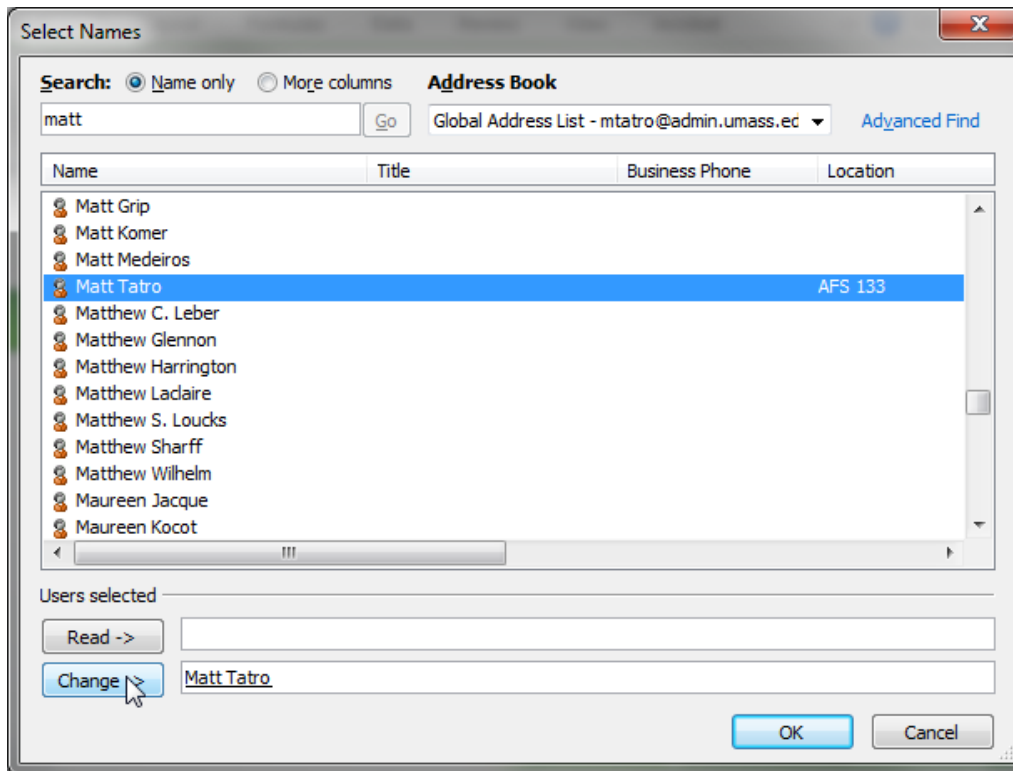

2. Once the users are added, click "OK" to accept the changes. Press "OK" again in the Permissions window to finalize changes.
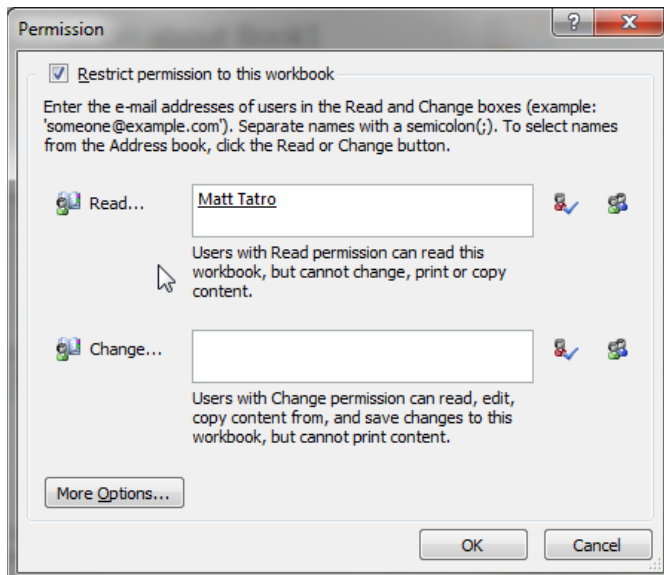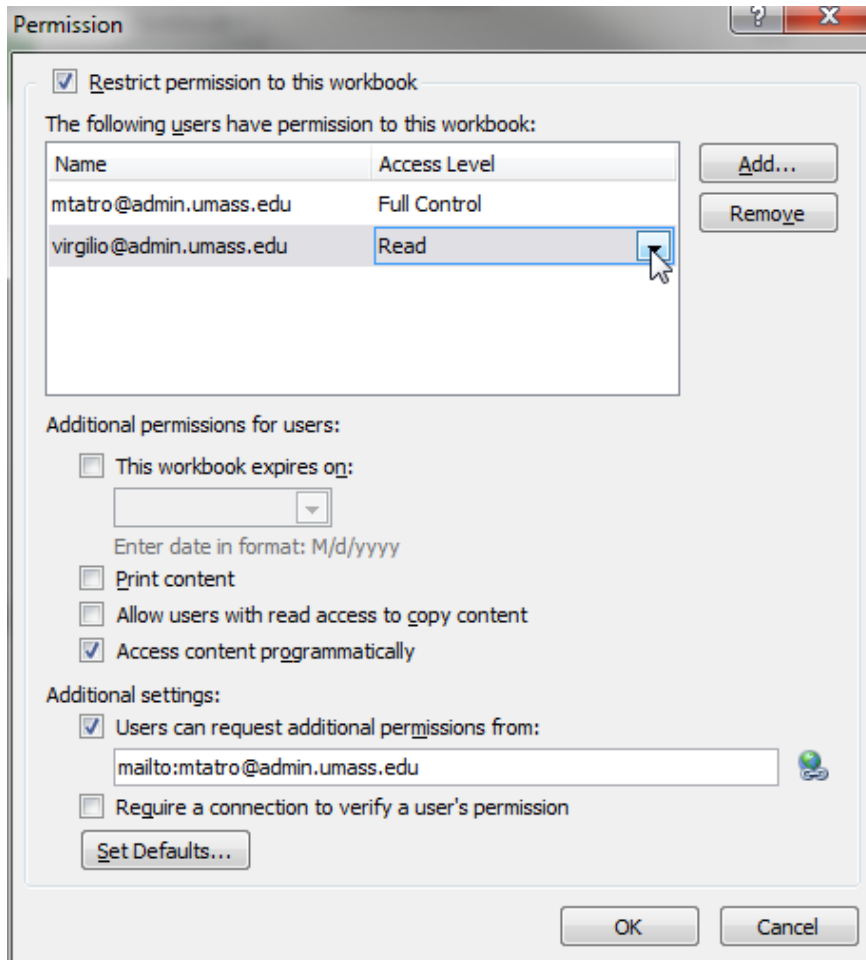
To add a user with "change" permissions:

1. Click on the "Change…" link in the Permissions window. Then find the user you want to add and select their name. This list is based on our Active Directory, and only includes those with accounts with A&F. Then click "Change ->" at the bottom of the new window, and their name will be added.

2. Once the users are added, click "OK" to accept the changes. Press "OK" again in the Permissions window to finalize changes.

Adjusting the "More Options…" settings:

1. Click on the "More Options…" button to open the options window.

Clicking "Add…" will give you the option to add a read-only user or a user with change permissions. This window also lists the users and their permission levels. You now have the option to give users "Full Control", granting them the same options as the document owner, including giving permissions. Other options should only be changed when needed.

2. Click "OK" to accept the permission changes. The protection status should change to fit the changes.

Allow everyone read access:

1. In the permissions window, to the right of "Read…" is an icon of 2 people. Clicking that will allow everyone read access.