**How-to Password Protected a Word Document (Please use OT847 for password)**

1. Click on **File**, in top right hand corner of word document
2. Click on **Protect Document** and then choose **Encrypt with Password** 
3. Type Password (OT847) then click **OK** 
4. Re-type Password (OT847) then click **OK** 

**Your document is now password protected!!**