1) Open the File Tab.

2) From the Info section, click Protect Workbook, then Encrypt with Password.

3) You will then be prompted to enter a password for the document. After doing so and clicking OK, you must re-enter it.

   Note: It is recommended that you do not use a document password that you use to access any other system, including email.

4) Finally, save the document as you normally would.

   IMPORTANT: If the password is lost or forgotten, the document can not be opened.