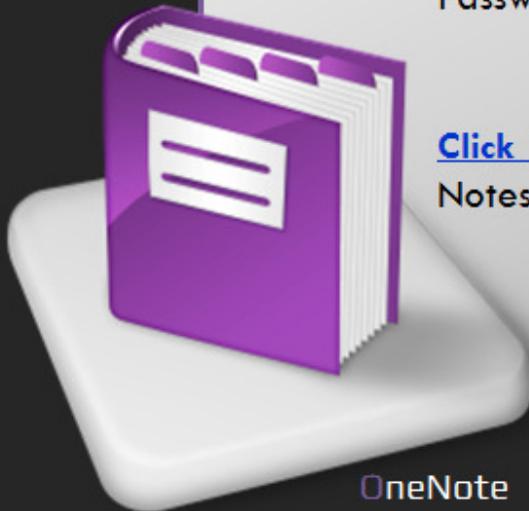


## How to Password-protect your Notes

Password protection in Microsoft Office OneNote 2007 is designed to help keep your notes safe from prying eyes. Passwords play a crucial part in controlling access to your notes.

[Click here](#) to learn how to apply password protection to your Notes.

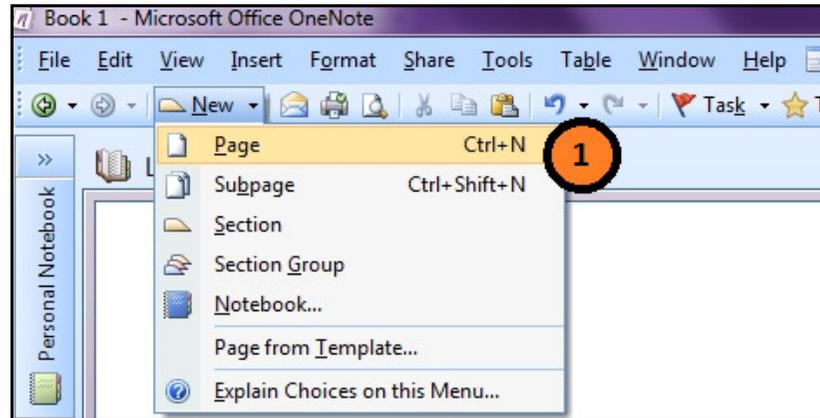


Prepared by Information Security and IT Governance Division of ICT.  
[Productivl.T.y](#) showcases tips & tricks on various office and branch applications.

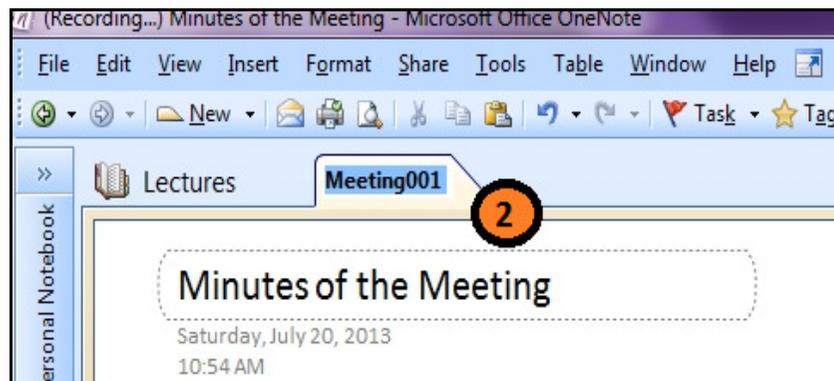
## How to Password Protect your Note

To help prevent unauthorized access to your notes, you can apply a password to specific sections of your notebook.

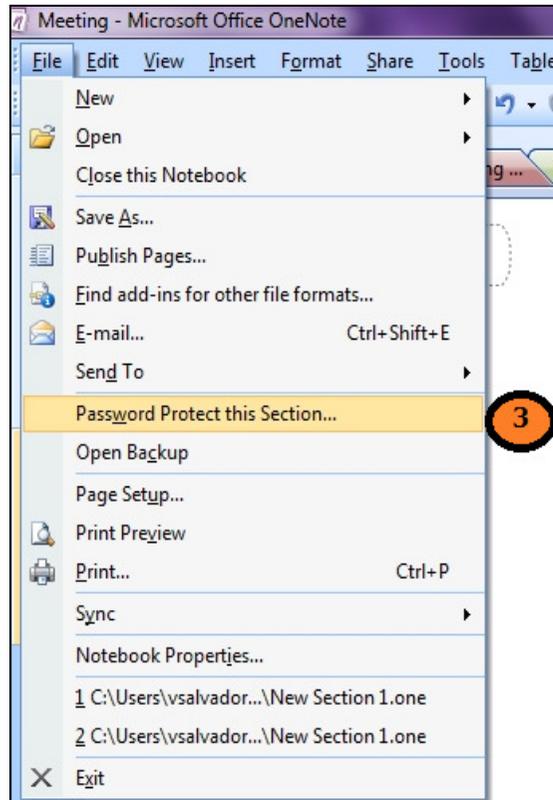
1. Start OneNote 2007. Create a new page/section where your notes will take place.



2. Rename your page by editing the default page name "Section 1" to your desired page name. See below sample.



3. On the **File** menu, click **Password Protect this Section...**



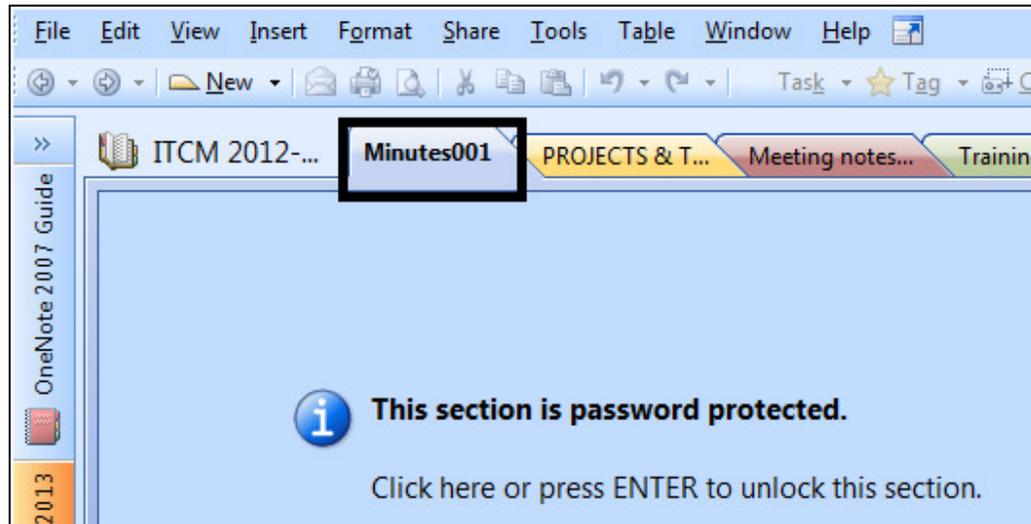
4. In the Password Protection task pane, click Set Password...



5. In the Password Protection pop-up, enter your desired password in the Enter Password text box. Confirm the password by typing it in the Confirm Password box, and then click OK.



1. When you open again the created note/section, it will display an important message that the section is password protected.



**Note:**

When you work in a password-protected section in your notebook, it remains unlocked for a period of time that you can specify. To increase security, you can set the option to lock protected sections as soon as you navigate away from them or when you close OneNote. When a protected section is locked, the correct password is required to view and edit the section.

**Important:**

Use strong passwords that combine uppercase and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Passwords should be 8 or more characters in length. A pass phrase that uses 14 or more characters is better

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