To password protect the excel document, follow these steps:

1. Select File > Info.
2. Select the **Protect** Workbook box and choose Encrypt with **Password**.
3. Enter a **password** in the **Password** box, and then select OK.
4. Confirm the **password** in the Re-enter **Password** box, and then select OK.

Please send the Excel document in one email and the password to Emily in another.

* Emily Doxtator: [emily.doxtator@nygh.on.ca](mailto:emily.doxtator@nygh.on.ca)