

Re: Is it possible to assign passwords at the folder level in Word?

## Re: Is it possible to assign passwords at the folder level in Word?

---

*Source:*

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.docmanagement/2007-05/msg00281.html>

---

- *From:* Jay Freedman <[jay.freedman@xxxxxxxxxxxx](mailto:jay.freedman@xxxxxxxxxxxx)>
  - *Date:* Thu, 03 May 2007 22:47:11 -0400
- 

On Thu, 3 May 2007 17:12:01 -0700, cyclingmom  
<[cyclingmom@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx](mailto:cyclingmom@xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx)> wrote:

I would like to password protect a folder that has several files in it rather than each individual file. Is this possible? If so, how?

It is not possible to do it from within Word. Depending on what version of Windows you have, you may be able to do it with Windows Explorer. Right-click the folder's icon and choose Sharing & Security. If there's a Security tab in the dialog, you can use it to specify which users of the computer are allowed to open files in the folder, write (save) files, or even get a list of what files are there.

The password needed to get access is not a specific one for that folder, but rather the one needed to log onto the computer as a user with particular permissions in that folder.

If you don't see such a tab in the properties dialog, then your version of Windows doesn't support this kind of security at all. An alternative would be to use WinZip or another file compression program that lets you password-protect an archive, and keep your sensitive files in that archive except when you're actually working on them.

—  
Regards,  
Jay Freedman  
Microsoft Word MVP FAQ: <http://word.mvps.org>  
Email cannot be acknowledged; please post all follow-ups to the newsgroup so all may benefit.

.