

## **File encryption instructions for Foreign Visitors to WHOI**

When sending an Excel file via email that contains personal or sensitive information about one or more visitors, best practice dictates that the information is encrypted to protect the information.

Follow these instructions to encrypt an Excel file and create a password to unlock it:

<https://support.office.com/en-us/article/Protect-an-Excel-file-7359d4ae-7213-4ac2-b058-f75e9311b599>

The Foreign visitor should send the WHOI host two emails:

1. the encrypted file in an email by itself
2. the password in an email separate from the file.

Information the Foreign Visitor needs to supply is

- a. visitor full name
- b. visitor affiliation
- c. dual citizenship? (if yes, list for both countries)
- d. visitor nationality
- e. visitor passport issuing country (List for all passports an individual holds.)
- f. passport number (List for all passports an individual holds.)
- g. US visa type and number