## Modules

## 3.3.6 Securing a File

You can secure individual files that are in the Document Manager by requiring a Username and Password to access the Document.

Click on the 'manage documents' icon 三. Right click on the file you wish to secure. Click 'File properties'.

On the right-hand side, under 'File Security', type a username and password (NOTE: Please use a more secure password than 'password123'). Click 'Apply'

🗏 Document Manager	
<ul> <li>2016</li> <li>2016</li> <li>12 03 Agenda docy</li> <li>Add a folder above</li> <li>Add a folder below</li> <li>Upload files</li> <li>File properties</li> <li>Delete this file</li> <li>2016 Subfolder</li> </ul>	File Security i Username (Max characters 20): JohnSmith Password (Case sensative Max characters 20): password123

## Click 'Save' to save your changes in the Document Manager window.

Now when you view the Document in the Document Manager and publicly the file will display with a secure icon.



On the published webpage, when the user clicks on secured file, a window will open, asking you for a username and password.