

# How to set a password for a notebook in Microsoft OneNote

There are many great features in the Microsoft OneNote application. One of these is the ability to secure data by adding passwords to parts of the notebook.

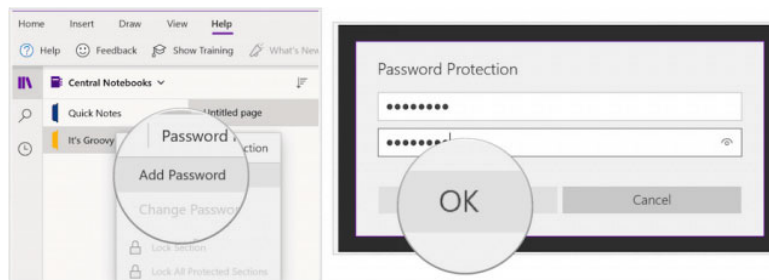
There are many great features in the Microsoft OneNote application. One of these is the ability to secure data by adding passwords to parts of the notebook. Activating and using this feature is relatively simple (only takes a few seconds). Here is an overview of how coding works on OneNote.

## Add password to protect notebooks

When you add a password to the notebook portion of OneNote, all of its pages are locked until you enter the correct password.

To begin:

1. In **OneNote** , right-click the name of the part of the notebook you want to protect.
2. Select **Password Protection**.
3. Select **Add Password**.
4. Add the password you want to use in the **Enter Password** box .
5. Retype the same password in the **Confirm Password** box .
6. Press **Enter** .



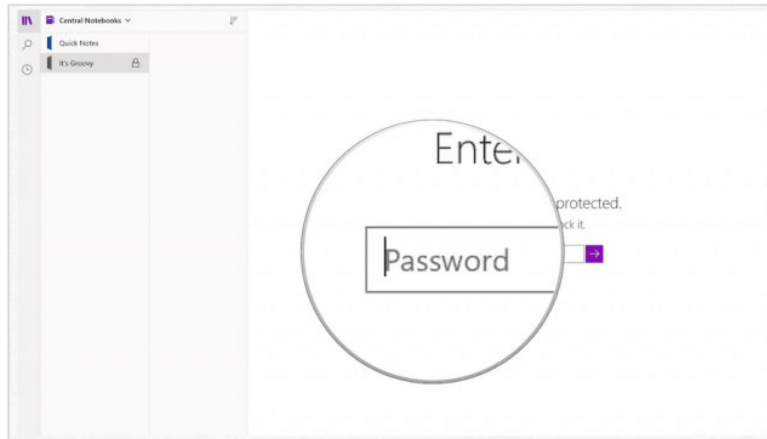
Add a password

For protected notebooks, you will now see the padlock icon next to its name.

## Open the protected section

To open a password-protected section in OneNote:

1. In OneNote, highlight the protected section on the left.
2. Enter the password to unlock under **This section is password protected** .
3. Press `Enter` to unlock that section.



Open the protected section

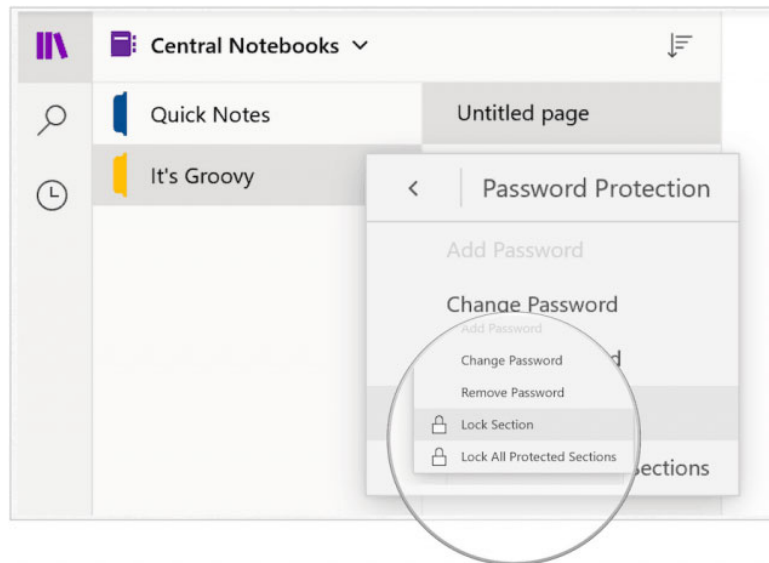
## Sectional lock is protected

Parts in OneNote that are password protected will be locked after a few minutes of inactivity. But you can also lock the sections yourself.

1. In OneNote, right-click on the protected section.
2. Select **Password Protect This Section** .
3. Select **Lock All**.

You can lock all password protected parts in OneNote:

1. In OneNote, right-click on the protected section.
2. Select **Password Protect This Section** .
3. Select **Lock All Protected Sections** .

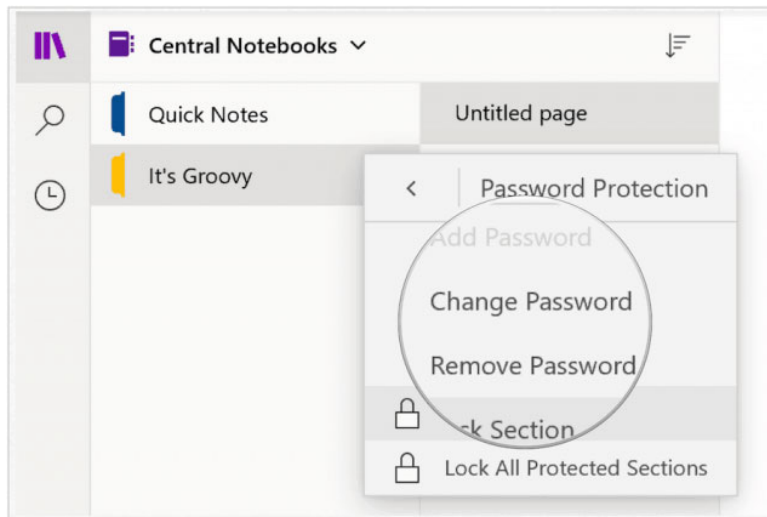


Sectional lock is protected

## Change the password

If you have to change the password for a part in OneNote, you can do so at any time:

1. Right-click the part of the password you want to change.
2. Select **Password Protect this Section** .
3. Select **Change Password**.
4. Add the new password you want to use in the **Enter Password** box .
5. Retype the same password in the **Confirm Password** box .
6. Press **Enter** .

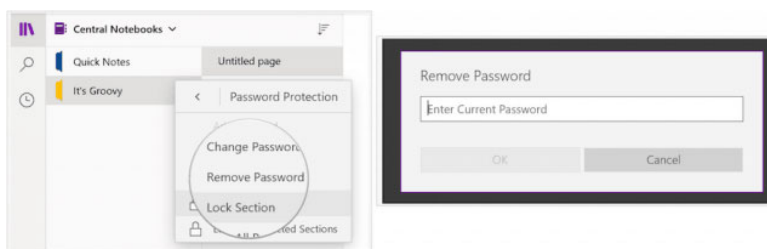


Change the password

## Delete password

If you want, you can remove the password for a part in OneNote:

1. Right-click the part of the password you want to change.
2. Select **Password Protect this Section** .
3. Select **Remove Password**.
4. Enter the current password in the **Enter Password** box .
5. Click **OK**.



Delete password

As you can see, the padlock icon is now gone.

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