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Examples of programs/applications used to Secure Electronic Documents

1. Using Microsoft Office 365 Business Premium to password-protect, store and/or send files

- **OneDrive and SharePoint** includes 1TB of cloud storage which can be used to securely share files with external contacts through direct access and guest links with customizable permissions
- **Microsoft Outlook** can be used to send encrypted emails
- **Microsoft Word** can be used to encrypt files with passwords once converted

2. Using commercial-off-the-shelf software like Sync to password-protect, store and/or send files

- The Business Pro edition allows anywhere from 2-100 users and 1TB of storage
- Sync allows files to be stored in the cloud and shared with others securely with optional password setting on documents
- Data is always stored in Canada and has end-to-end encryption
- Software does not have to be downloaded or installed and can be accessed via web browser with any device

3. Using Adobe Acrobat to password protect files

- Adobe Acrobat DC is the paid version of Adobe Reader which enables users to create share, edit and sign PDF documents from anywhere
- Enables death registration forms to be electronically signed and/or password protected
- Upgraded versions enable scanned documents to be turned into editable and searchable PDFs