

Stay safe online



10 easy tips to keep you protected.

October is Cyber Security Awareness Month and we want to help you stay safe online. More than 100,000 identity theft and personal data breaches happen each year, but with a little extra attention, you can keep your personal information locked down.

- 1 Update software on your devices**

Those pesky software updates include the latest security updates to keep your info safe. So run those updates on all your devices to reduce the risk of viruses, ransomware and malware.
- 2 Create unique passwords**

Every system you log into should have a unique, strong password. That means at least 12 characters long, and using letters, numbers and symbols.
- 3 Use a password manager**

Who can remember the many strong passwords you need on a daily basis? Instead of writing them down, use a password manager on your secure browser, your smart phone, or subscribe to a password manager application.
- 4 Use multifactor authentication (MFA)**

MFA includes biometrics like face scans or fingerprint access, security keys or apps that send you a unique, one-time code to access your accounts. This makes it so much harder for someone access to access your accounts.
- 5 Don't click**

Clicking links is an easy way for cybercriminals to get at your personal info. Malicious links are in email, tweets, texts and social media messages. Hover over links before you click to see the URL preview to make sure you're going where you think you are.
- 6 Report phishing scams**

Report scam emails at work to your IT manager as quickly as possible. At home, if you see a suspicious email or social media message, report that through the platform and block the sender.
- 7 Use secure WiFi**

Whether you're traveling or just at the repair shop, limit what you do on public WiFi. Especially avoid logging into key personal accounts like email and financial services.
- 8 Back up your data**

Protect you and your family from being hacked, and have a plan to protect your data. This could mean storing your files and information on a cloud server or an external drive.
- 9 Manage your settings**

From social media to streaming services to online shopping, check through the privacy settings when you sign up for an account. Make sure you are only sharing the information you want to, and check back regularly to doublecheck settings.
- 10 Don't share too much**

Social media is great to stay connected to friends and family, but it can also be a security risk when you share too much. Consider posting vacation photos after you get back from your next trip.

**With a little prep and mindfulness,
you can stay safe online!**