

## Keep a Clean Machine

### Keep security software current

Having the latest security software, web browser and operating system is the best defense against viruses, malware and other online threats.

### Automate software updates

Many software programs will automatically connect and update to defend against known risks. Turn on automatic updates if that's an available option.

### Protect all devices that connect to the Internet

Computers, smartphones, gaming systems and other web-enabled devices all need protection from viruses and malware.

### Plug & scan

USBs and other external devices can be infected by viruses and malware. Use your security software to scan them.

## Own Your Online Presence

### Personal information is like money. Value it. Protect it.

Information about you, such as your purchase history or location, has value – just like money. Be thoughtful about who gets that information and how it's collected through apps and websites.

### Be aware of what's being shared

Set the privacy and security settings on web services and devices to your comfort level for information sharing. It's OK to limit how and with whom you share information.

### Share with care

Think before posting about yourself and others online. Consider what a post reveals, who might see it and how it could be perceived now and in the future.



## Protect Your Personal Information

### Lock down your login

Fortify your online accounts by enabling the strongest authentication tools available, such as biometrics, security keys or a unique one-time code through an app on your mobile device. Your usernames and passwords are not enough to protect key accounts like email, banking and social media.

### Make your password a sentence

A strong password is a sentence that is at least 12 characters long. Focus on positive sentences or phrases that you like to think about and are easy to remember. For example, "I love country music!"

### Make your passwords a phrase

An alternative to the acronyms approach is using password phrases with additional complexity. The longer the phrase the stronger it will be. For example "My Favorite Song is Let it Be" could be "MyFavSongisLetItB!"

### Unique account, unique password

Having separate passwords for every account helps to thwart cybercriminals. At a minimum, separate your work and personal accounts and make sure that your critical accounts have the strongest passwords.

### Write it down and keep it safe

Keep your password stored in a safe, secure place away from your computer. You can alternatively use a service like a password manager that can provide guidance on creating strong passwords and indicate when they should be updated.

## Be a Good Online Citizen

### Safer for me, more secure for all

What you do online has the potential to affect everyone – at home, at work and around the world. Practicing good online habits benefits the global digital community.

### Post only about others as you would have them post about you

The Golden Rule applies online as well.

### Help the authorities fight cybercrime

Report stolen finances or identities and other cybercrime to the Public Safety Canada ([www.publicsafety.gc.ca](http://www.publicsafety.gc.ca)) and to your local law enforcement or Canadian Anti-Fraud Centre (CAFC).

## Connect With Care

### When in doubt, throw it out

Links in emails, social media posts and online advertising are often how cybercriminals try to steal your personal information. Even if you know the source, if something looks suspicious, delete it.

### Get savvy about Wi-Fi hotspots

Limit the type of business you conduct and adjust the security settings on your device to limit who can access your machine.

### Protect your \$\$

When banking and shopping, check to be sure the site is security enabled. Look for web addresses with "https://" meaning the site takes extra measures to help secure your information. "http://" is not secure.

## Be Web Wise

### Stay current

Keep pace with new ways to stay safe online: Check trusted websites for the latest information, and share with friends, family, and colleagues and encourage them to be web wise.

### Think before you act

Be wary of communications that implore you to act immediately, offer something that sounds too good to be true or ask for personal information.

### Back it up

Protect your valuable work, music, photos and other digital information by making an electronic copy and storing it safely.



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