

### 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 PASSWORD:** When banking and shopping, check to be sure the site is security enabled. Look for web addresses with “https://” or “shttp://,” which means the site takes extra measures to help secure 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.

### 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.