



# 10 easy rules to secure your personal data & protect your devices

## #GOALS

Never having to replace all your identification, credit cards, and official documents after having your identity stolen by cyber criminals.

Here are 10 easy rules to keep your email, accounts, and devices safer and avoid identity theft.

### 1 Share your personal information in real time only, preferably in person or by phone. Be careful of what you share on social media

Share personal info in person or by phone. If you absolutely must email personal information, use Microsoft Outlook's encryption tools. Protect yourself from social media hackers. Before you post to social media, think about the information that can be harvested from it.



### 2 Be skeptical of messages with links, especially those asking for personal information

Find a phone number on the sender's official website and call them directly to confirm the message is legit.



### 3 Be on guard against messages with attached files

Never open unexpected attachments, even if they seem to come from people or organizations you trust. If you're concerned that the message may be important, call the sender to verify.



### 4 Go passwordless and use an authenticator app for stronger security

They can't steal your password if you don't use one. Turn on passwordless for your Microsoft account to sign in with your phone or Windows Hello instead.



### 5 If you must use passwords, make them strong and unique with a password manager

Strong passwords have at least 14 random characters and symbols. Use Microsoft Edge to remember passwords and manage password changes.



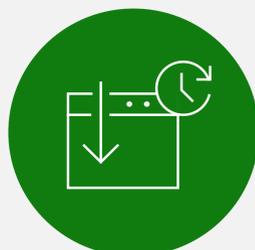
### 6 Enable the lock feature on all your mobile devices

Require a PIN, fingerprint, or facial recognition to unlock your device.



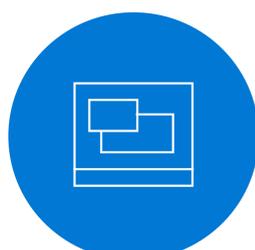
### 7 Install software updates immediately

Many app and operating system updates are security fixes for currently active issues, so install them promptly.



### 8 Ensure all the apps on your device are legitimate

Only install apps from the official app store for your device.



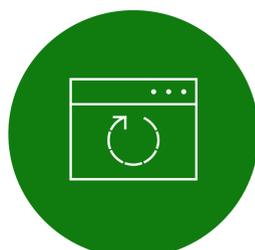
### 9 Use Windows 11 and turn on Tamper Protection to protect your security settings

Always use the latest version of Windows. Tamper Protection blocks unauthorized changes to your security settings.



### 10 Keep your browser updated, browse in incognito mode, and enable Pop-Up Blocker

Install browser and operating system updates immediately to maintain the latest security standards.



For more information on keeping your email, accounts, and devices safe, go to <https://support.microsoft.com/security>.

Get the latest news from Microsoft Security, go to [microsoft.com/en-us/securitynow](https://microsoft.com/en-us/securitynow).

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