

# Digital Safety Basics

## PASSWORD SAFETY

1. Do not use weak passwords.
2. Do not share your passwords.
3. Do not use the same password for every web site or app.
4. Save your password on a shared or public computer.

## EMAIL AND TEXT MESSAGE SAFETY

1. Don't email or text your name, password, zip code, bank account, credit card, or social security number.
2. On an email, check the sender's email address. Does the company name match the email?
3. On a text, check that the message is from a 6-digit number (#####) and not from a regular phone number that has 10 digits (###-###-####).
4. Check the links before you click on them.
5. Don't click on a link in an email or a text message:
  - a. that tells you that won a prize or can get something free.
  - b. that tells you to verify your account information.
  - c. that asks you to send money or to buy something.
  - d. that tells you to reschedule your delivery.

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## WEB PAGE POP-UP WINDOW SAFETY

1. Don't click on a pop-up window that tells you your computer has viruses or tells you that you are a winner. Close Google Chrome, restart your computer, and do not go to the web page again.

## WEB PAGE ADVERTISEMENT SAFETY

2. Don't click on any links. Close them with the "X" if you need to.
3. Don't click on ads that are in Internet search results.

## ONLINE SHOPPING

1. Only shop on websites that start with [https](#).
2. Be very careful if you shop on Ebay, Craigslist, Facebook Marketplace, OfferUp, LetGo, or other sites where you need to send people money using your credit card or bank account information.