

# Cyber Security Tips...Are you safe online?

Do you use social media? Do you send or receive e-cards for special occasions? Do you have sensitive data stored on your computer? Do you use mobile apps that store data on your home Wi-Fi network? Though technology is convenient for consumers, it's convenient for scammers too. BBB is helping consumers click with cyber security by educating people about everyday safe cyber practices.

BBB says be cyber savvy with these tips for your digital devices:

**Set email spam filters:** Spam filters weed out unwanted content by accessing your email and assigning it a spam "score" to determine if the email passes whatever restrictions you set.

**Be generic:** Make your email address a generic one for public use. Avoid using specific personal information such as your name in your work or personal email addresses.

**Back it up:** Regularly back up confidential and sensitive information on an external hard drive and store it in a safe place, even if you are using an online backup system.

**Set Strong Passwords:** A strong password is a combination of numbers, uppercase letters, lowercase letters, and, if possible, other characters. This makes the password nearly impossible to guess.

**Keep a clean machine:** Regularly install software updates to your operating system and browser and use firewalls and anti-virus software.

**Use privacy settings:** Limit the amount of financial or other personal information you post on social media sites or other online forums to avoid broadcasting sensitive information. For example: click in the upper-right corner of any Facebook page, select "Settings" from the drop down menu, then select "Privacy" on the left.

**When in doubt, throw it out:** Never open attachments or respond to emails or other online requests for personal or financial information from someone you don't know – or someone you do, but they seem out of character. Clicking on suspicious links or attachments can load your device with malware and viruses that can compromise your personal information. If you receive an email from someone you don't know, delete it.

**Keep it to your self:** Don't share PIN numbers and passwords with anyone.

**Look for the icon:** Check for the closed lock graphic in the address bar located at the beginning of a website's URL address in the search bar. If you don't see the padlock icon, or if it isn't closed, don't enter any personal information on that website.

For more tips you can trust, visit [bbb.org](http://bbb.org).



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