NCCCO FOUNDATION



Staying safe online is more important than ever as we use the internet for communication, learning, shopping, and entertainment. Understanding internet safety helps protect your personal information, avoid scams, and maintain privacy.

Maintaining Strong Passwords

A strong password is one that's easy for you to remember but difficult for others to guess. Let's take a look at some of the most important things to consider when creating a password.

- Never use personal information such as your name, birthday, user name, or email address. This type of information is often publicly available, which makes it easier for someone to guess your password.
- Use a longer password. Your password should be at least six characters long, although for extra security it should be even longer.
- **Don't use the same password for each account**. If someone discovers your password for one account, all of your other accounts will be vulnerable.
- Try to include numbers, symbols, and both uppercase and lowercase letters.
- Avoid using words that can be found in the dictionary. For example, swimming1 would be a weak password.
- **Random passwords are the strongest.** If you're having trouble creating one, you can use a password generator instead.

Staying Safe

There are many types of email scams you may encounter. Some will promise to give you a lot of money if you advance a small amount upfront. Others may pretend to be from people you know in real life, and they'll often ask you to send money or download an attached file.

As with spam and phishing scams, remember to **trust your best judgment**. You should never send someone money just because you've received an email request. You should also never download email attachments you weren't expecting because they might contain malware that could damage your computer and steal your personal information.

Access more free learning modules on computer literacy topics at www.ncccofoundation.org/learn-free

Maintaining Strong Passwords



Staying Safe Online

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