

Your Comprehensive Cybersecurity Checklist

PASSWORDS

- Always change default passwords.
- Use complex passwords that are 16+ characters long and include uppercase and lowercase letters, numbers, and special characters.
- Don't use the same password for multiple accounts.
- Change all passwords at least once per year.
- Use a password manager such as LastPass or 1Password.
- Turn on two-factor authentication for all sites that offer it.

DEVICES

- Turn on automatic updates.
- Keep your web browser and browser plugins updated.
- Use anti-virus protection software.
- Use a 6+ character passcode on your phone.
- Do an audit of which apps have access to your contacts, location, camera, microphone, etc., and remove unnecessary access.
- Use automatic screen lock settings.
- Check what is accessible on your phone's lock screen (i.e., text notifications).
- Use secure Wi-Fi networks and avoid public Wi-Fi.
- Leverage Find My iPhone/ Android Device Manager to prevent loss/ theft.
- Only install apps from trusted sources and delete apps you no longer use.

DATA MANAGEMENT

- Back up important files to a secure server, hard drive, or cloud storage.
- Set your phone to delete texts after a period of time (i.e., after 30 days).
- Decide on a retention time for emails as well (i.e., a year) and save older, important ones elsewhere (i.e., legal documents and contracts).
- Go through other services that store data for you like Google Drive, Dropbox, and OneDrive and delete unnecessary files.
- Clear your browser's history regularly.
- Delete online accounts you no longer use.
- Turn on two-factor authentication for all sites that offer it.

SOCIAL MEDIA

- Assume everything you post has the potential to become public.
- Keep in mind if your posts could be taken out of context.
- Audit your privacy settings on each network, especially controls that determine who is eligible to see your posts.
- Check what content is viewable on your public profile.
- Review your friends or connections list for fake accounts.
- Decide if you want others to be able to see who you are connected with.
- Search yourself on social media and search engines regularly and attempt to remove information that is out of date or you don't want available.