

Digital Spring Cleaning

Every phone, tablet, laptop, and smart device you use contains valuable information—not just about you, but about your family, friends, finances, and health. Contacts, photos, videos, and confidential records can easily fall into the wrong hands if left unsecured.

The good news? **You don't need to be a tech expert to stay safe.** Completing one of the Steps below at a time can help prevent identity theft, data loss, and unnecessary stress later. Who doesn't need that?

Step 1: Set up the Basics -

Strengthen your passwords

- View Use long, unique passwords for each account - you know the drill
- Store them securely in a Password Manager (it even creates them for you)

Turn on Multi Factor Authentication (MFA)

- Enable it on every account with personal data —email, banking, social media, and work tools

Update your software promptly

- Updates fix security flaws and performance issues
- Keep operating systems, browsers, apps, and security software current

Secure your home Wi Fi

- Use a strong passphrase, and set up a separate Guest account for visitors
- Avoid identifying names like “The Jones Family” or your street address

Step 2: Digital Decluttering Checklist -

Embrace a minimalist approach - digitally

Uninstall unused apps and software.

- Remove anything you no longer use from computers and mobile devices

Review what records you really need.

- Create a plan for how long you must retain digital and physical records. Store them securely, then delete.

Clean up your inbox.

- Unsubscribe from newsletters and alerts you never read. Fewer emails = fewer chances of risky clicking.
- Delete old read emails, and archive emails that you will need later.

Safely dispose of old devices.

- Wipe all data from phones, tablets, laptops, and hard drives before recycling or donating.
- Look for trusted electronic recycling events for secure destruction.

Step 3: Clean Up Your Online Presence -

You should own your online presence, not the other way around.

Review privacy and security settings

- Check personal and business accounts
- Limit administrative access to only trusted individuals, if needed

Refresh your social media

- Review and delete old, unflattering, questionable, or outdated photos and posts
- Delete old accounts you no longer use
- Use available privacy controls to limit who sees your information
- Going forward - Think before posting personal details (yours or others')

Done? Now you can truly relax.

Stay safe—and have a happy spring!