



Clean your Cyber Clutter!

KEEP A CLEAN MACHINE

- **Update software** on all internet-connected devices to reduce risks from malware and infections.
- **Clean up your mobile life** by deleting unused apps, keeping others current and reviewing app permissions.
- Make sure that all web-connected devices are squeaky clean, **by keeping them updated.**

MAKE SURE YOU'RE SECURE

- **Lock down your login:** Your usernames and passphrases may not be enough to protect your online accounts. Strengthen them by using strong authentication tools whenever offered.
- **Secure your home router** by making sure it has a strong passphrase and does not broadcast who you are

through its name, such as “the Jones Family” or “123 Elm Street.”

- **Strengthen your passphrase** by making it a sentence or phrase that is easy to remember. And if you write down your personal passphrases at home, be sure to keep them in a secure place away from your computer.



Check all devices to ensure they are password, passcode, fingerprint or eye-scan protected.

DIGITAL FILE PURGE AND PROTECTION

At Work:

- Clean out your old email and

empty deleted folders. If you need to keep old messages, move them to an archive.

- **Delete or archive** older files and outdated financial statements.
- **Unsubscribe** to newsletters, email alerts and updates you no longer read.

At Home:

- **Permanently delete** all old files.
- **Copy important personal data at home** to a back-up drive where it can be safely stored.
- **Password protect your home back-up drives** and keep them in a secure location, off your network.
- **Be sure to properly dispose of sensitive materials at home** – such as hard drives and memory cards.

CLEAN UP YOUR ONLINE REPUTATION

Every year you should take time to clean up your online presence, by reviewing your personal information listed along with friends, social networks, and any contact lists for accuracy; review and update Privacy and Security settings on the websites you use for who may have access; and deleting old/embarrassing photos or questionable material no longer relevant to you or those who will see it.