# SAFE Tipsheet
## Your Digital Springtime Refresh

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**If you're one of the many people who started working from home last year and still are, it may be time for a refresh. Even if you're not one of those, the past year has probably changed your priorities and habits, so you could use a refresher to get back on track.**

Refreshing your digital life, whether for working-from-home or in your personal life, is a simple and rewarding process. A refresh can free up space on your digital devices, keep you more organized, and helps you stay cyber safe by protecting your sensitive company or personal data.

## Are your mobile devices secure?

Make sure all your web-connected devices have the latest security updates to reduce risks from malware and infections.

Review the apps you have on all your devices and delete ones you no longer use. Then, be sure to update the ones you keep and verify that the security settings and permissions are appropriate for you.

Ensure that all your devices are password-, passcode- or fingerprint-protected.

Have you changed the default password on your router yet? Your router is the gateway to the internet and then back into you, so you need to make sure it's secure by changing the default password.

## Are you secure?

Are your passwords long and strong – and kept secret? You know not to reuse passwords and to change them periodically (months, not years) and that they protect your private data. Don't wait for something bad to happen; embrace the new digital you and refresh those passwords now.

Remember to choose Multi-Factor Authentication (MFA) on all your accounts that offer it. Then, even if your password is compromised, hackers still can't get access to these accounts.

## The final cleanup:

Empty the Trash and Recycle Bin on your devices. If you haven't done it in a while, there could be sensitive data you have probably forgotten about and many more files than you thought.

### Housekeeping:

> Be sure to update your software as soon as you can when notified. These updates are either fixing performance issues or security weaknesses and flaws that could leave you and your data exposed.

> Set your devices to auto-update where you can.

> Set a schedule to periodically clean out old or deleted digital files on all your devices.

> Back up all your files to a secure cloud, computer, or another drive that can be safely stored.

SAFE: Security Awareness For Everyone

**All information provided by WEST, a Williston Financial Group company**

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