

# CITYLIT

## Staying Safe Online



The internet is great for so many things. However, we also need to know how to keep ourselves safe when we use it.

This guide will help to make sure you, your computer and your money stay safe when you go online.



### PASSWORDS

Make your passwords strong by including numbers, capital letters and special characters (@ ~ # \$). Don't tell anyone your passwords and remember to record them in a safe space.



### PROTECT YOUR COMPUTER FROM VIRUSES

Install security software to protect your computer and other devices, such as your smartphone or tablet.



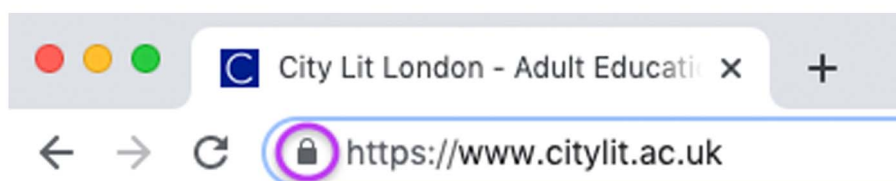
### PHISHING TEXTS, PHONE CALLS AND EMAILS

Don't open emails and attachments or click on links if you don't know who sent them.



### ONLINE SHOPPING

When you shop online, check websites are safe to use by looking for a padlock icon followed by **https://** in the address bar:



Check there is a postal address before you buy anything online. All traders have to provide this by law.

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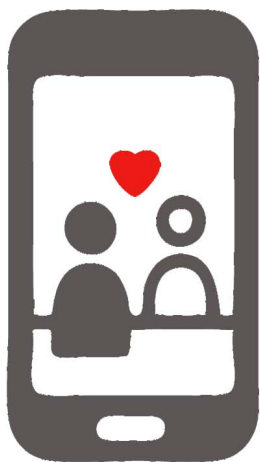
### ONLINE BANKING

If you get an email or text from your bank saying there is a problem with your account, contact them but don't reply to the email or text.



### SOCIAL MEDIA

Change your settings to 'private' and don't put your address, phone number or date of birth on social media.



### ONLINE DATING APPS

When you meet someone on a dating app, be careful not to share personal information.

**Never** send money or your bank details to anyone you meet online.

If you decide to meet up face-to-face, do this in a public place such as a cafe or a bar.



### APPLYING FOR JOBS ONLINE

Check the company is genuine before applying online for jobs. You can report scams to [www.jobsware.co.uk](http://www.jobsware.co.uk)



### SHARING COMPUTERS

If you use a shared computer, remember to log out of your email, social media and other accounts before you leave.

