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# **Guide to being Password Secure**

To stay safe online, it is crucial to keep your personal accounts protected from unwanted intrusion.

One of the most effective ways to keep your account safe is to have strong passwords that differ for each account you hold.

## **A Strong Password**

A strong password uses a combination of letters, numbers, symbols, lower and upper cases. They should also be at least 8 characters long. This makes the password much more difficult to guess

It is recommended to use three random words, unrelated to any of your personal information (names, family names, addresses, etc.). These would be combined with numbers and symbols, with the letters in both upper and lower case.

For example: HeatTreeDoWn634&\$

Do not make your password related to any of your personal information. And do not use commonly used, easily guessed passwords like Password123.

Make your passwords as hard to guess as possible to keep your accounts safe!

### **Managing your Passwords**

To be password secure, you should use a different password for each account you hold

Of course, it is difficult to remember each password you have, especially when they are strong passwords. So, the best way to remember each password is to write down your passwords in a physical book/paper which is kept somewhere safe and where you can easily find it. It would not be recommended to save your passwords on your digital devices.

Remember, since strong passwords are those which use a combination of letters, numbers, symbols, and upper and lower case, ensure that the passwords you write down are exactly the same as the passwords you put in to sign into your accounts.

### **Protecting your Passwords**

Make sure to never give your password to someone you do not trust

Online scammers may try to trick you into giving away your account details, including your password, by pretending to by a person or an organisation which they are not.

Always check the legitimacy of the email/phone call/text message before you give away your password. If you are unsure that it is from the real person/organisation, or it makes you feel uncomfortable, be sure to check if it is legitimate by contacting the organisation via the details provided on their official website. Never contact them via the contact details provided on the email/phone call/text message.

You can find more information on scams via the Spotting Scams Digital Guide

#### Remember:

Your passwords are your wall of protection defending your accounts. Keep them strong, safe, and away from the reach of scammers.

If you would like more information or help regarding keeping your passwords safe, you can contact us via email or telephone:

Email: digitalinclusion@ageukcamden.org.uk

Telephone: 020 7239 0400