Lead Scotland
Linking education and disability

National Cyber Security Centre

Scottish Government
Riaghaltas na h-Alba
gov.scot

Staying safe and secure online

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Disability Equality Scotland

What is this information for?

This is an easy read version of information from the National Cyber Security Centre.

It gives advice and support about being **secure** online.

Secure means your information is confidential.

This means it is private and safe.

Staying safe online

People are spending more time at home because of coronavirus.

This means people are **online** a lot more.

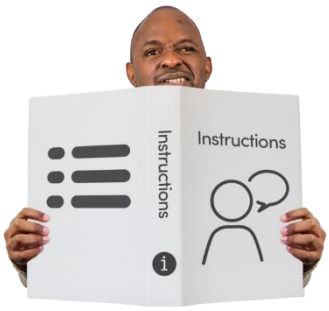
Online means using the internet.

Devices are how you use the internet.

This can be using a computer, tablet, laptop or smartphone.

More people being online means there are more chances for **hackers**.

A **hacker** is someone who uses their computer to trick people.



They do this using:

- **software** that can damage your device or let a hacker in

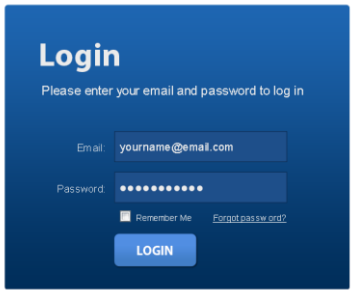
Software is the instructions and information that tell a computer how to work.

- email and website **scams**

A **scam** is a trick to get your money or **personal information**.

Personal information means things like your passwords, bank details, birth date or National Insurance number.

If a hacker gets into your email they could:



- change your passwords for other accounts

- get your personal information or information about your business

These 6 things will help you be safer online:

1. Have a different password for your email.

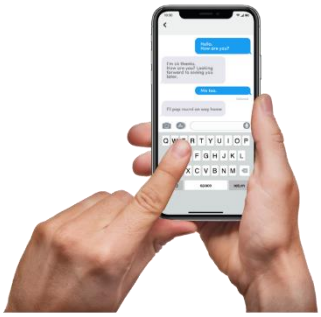
Your email password should be strong and different to all your other passwords.

Make sure you have a strong password for your other important accounts like banking or social media.

The blue links below explain how to change your email password with different email services.

If you are using a computer keyboard, hold down the ‘ctrl’ key then use your computer mouse to click on the blue link for your email service from this list:

- Gmail
- Yahoo! Mail
- Outlook
- BT
- AOL Mail



If you are using a smartphone, tap the blue link you need, with your finger.

If your email provider is not on the list on page 4, search online for advice from your provider on how to change your email password.

If you own a business, make sure staff do not keep their passwords next to their devices.

Ask them to lock or turn off their devices when they are not using them.

For more information, see our Small Business Guide.

2. Have strong passwords.

When you use different passwords for your important accounts it can be hard to remember them all.

✔ RedPantsTree

✘ ~~RedYellowBlue~~

Using 3 random words is a good way to make a strong and unusual password that you will remember.

Examples are:

- RedPantsTree
- FlowerBookBlue

Do not use words that can be guessed like:

- your name
- the name of your pet
- Password123

1#

**99

&471

It is better to use numbers and symbols as well as words in your password.

For example:

- #RedPantsTree4
- FlowerBookBlue!

3. Save your passwords in your browser

Your web browser is the program you use to get into the internet.

It includes programs like:

- Safari
- Chrome
- Edge

~~Password123~~

Password123

Password123

Saving your password in your web browser means letting it remember your password for you.

It is safer than using passwords that are not strong or using the same password for everything.

Saving your password in your web browser can help:

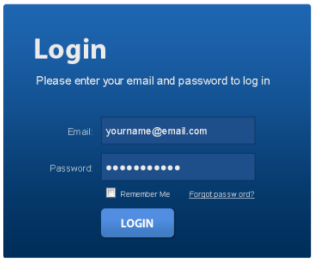
- make sure you do not lose or forget your passwords

- protect you against some online crime like fake websites

Make sure you protect your saved passwords in case your device is lost or stolen.

Find out how to save your passwords in:

- Google Chrome
- Microsoft Edge
- Firefox
- Safari



You can get your saved passwords from any device where you are signed into the same browser.

Always turn off or lock your device when you are not using it.

4. Turn on two-factor authentication. For short this is called 2FA.

2FA is an extra security step to prove who you are.

You need to put in extra information after your username and password to get into your account.

2FA can be things like:

- a text with a code sent to your smartphone

- biometrics - using your fingerprint or your face.

It helps to stop hackers from getting into your accounts, even if they have your password.

Watch a video about 2FA here.

Find out how to turn on 2FA for email:

- Gmail
- Yahoo
- Outlook
- AOL

Find out how to turn on 2FA for social media:

- Instagram
- Facebook
- Twitter
- LinkedIn

5. Update your devices.

Companies fix any problems with software and apps by sending out updates.

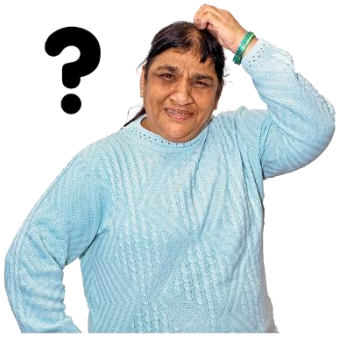
When you update your devices and software this helps to keep hackers out.

Turn on automatic updates for your devices and software that offer it.

Your device will then update for you.

Find out how to turn on automatic updates for:

- Apple - Mac
- Apple - iPhone and iPad
- Android smartphones and tablets
- Android apps
- Microsoft Windows 10



If you use Windows 7 you should upgrade to Windows 10

Some devices need you to do the update.

You may get reminders on your phone or computer.

Do not ignore these reminders.

Updating will help to keep you safe online.

6. Backing up your information.

Backing up means copying and saving your information to another device or to online cloud storage.

This will help you get your information back if your device is lost or stolen.

If you back up your information to a USB stick or an external hard drive, take them out of your computer when the backup is finished.

You can also turn on automatic backup.

This will regularly save your information into cloud storage, without you having to remember.

Find out how to turn on automatic backup for:

- Apple - Mac
- Apple - iPhone and iPad
- Android
- Microsoft Windows 10 and Windows 8 OneDrive

Get an online safety ‘to do’ list

Make sure you or your business is safer online by making a Cyber Action Plan.

Make an Action Plan here.

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