

ACUTEK Guide to Online Security

Password Best Practice

Complex passwords

- ✓ A minimum of 12 characters
- ✓ Combine lowercase and uppercase letters with numbers and symbols

Passphrases

- ✓ Combine at least three random words together, with a chosen word separator



[Find out more](#)



How to set up Microsoft Authenticator

You can set up an authenticator app to send a notification to your mobile device or to send you a verification code as your security verification method.

Before you can add your account, you must download and install the Microsoft Authenticator app.

[Find out more](#)

Watch out for phishing, spam and scam emails

If you receive an email, and you're not sure if it is genuine, there are a few things you can check.

- ✓ Look at the name and email address of the sender. Do they match? Look out for misspellings
- ✓ If there are links in the email, hover over them to see where they're trying to take you
- ✓ Are there spelling or grammatical mistakes?
- ✓ Were you expecting an email?
- ✓ Is there a sense of urgency, or a threatening tone?
- ✓ Are there requests for confidential information?



[Find out more](#)

Use a Password Manager



We strongly advise that you have unique passwords for all your online accounts. But how can you keep track of potentially hundreds of complex passwords?

That's where password managers come in. they allow you to securely store all of your passwords in one place, giving you easy access whenever you need. The best ones will come with a password generator, so there won't be any excuses for weak passwords!

[Find out more](#)

Keep up-to-date

It is vital that software and applications are kept up-to-date. A lot of applications will have updates available regularly, and you should be installing these updates regularly.

Developers will provide improvements to their software, and these will often include security features. Security breaches are often caused by out-of-date software being exploited.



[Find out more](#)

Would your organisation benefit from security training?
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