

Tips to Safeguard Your Online Privacy and Cybersecurity

Community Protection Division
Boulder County District Attorney's Office



Safeguard your personal identifying information (PII)



- PII is essentially any information that could be used to identify you.
- PII includes your name, address, date of birth, social security number, financial account number, and email address.
- PII could also include more indirect information, like your location or product preferences.
- Cybercriminals, as well as many businesses, value your PII like money, and therefore, *so should you*.

Update the privacy and security settings for your online accounts and devices



For direct links to instructions, visit the [National Cyber Security Alliance's Stay Safe Online site](https://staysafeonline.org/resources/manage-your-privacy-settings/).
(<https://staysafeonline.org/resources/manage-your-privacy-settings/>)

Use complex, unique passwords for all accounts, plus 2-factor authentication (2FA)



- A complex password is hard to guess: at least 12 characters, not a common dictionary word, includes uppercase and lowercase letters, numbers, and special characters.
- A unique password is one that is not used for multiple accounts (for example, for both your email and your online banking accounts).
 - This helps prevent the breach of one account leading to breaches of others.
- For extra protection, enable 2FA. After you enter your password, a one-time passcode is sent to your phone and you cannot access the account until you enter the passcode as well.
 - With 2FA, even if someone has your password, they can't access your account unless they also have your cell phone.
 - For instructions for enabling 2FA, visit the [Stop Think Connect site](https://stopthinkconnect.org/campaigns/lock-down-your-login).
(<https://stopthinkconnect.org/campaigns/lock-down-your-login>)

Only use websites secured by encryption



- Check your web browser's address bar-- if you see a closed padlock symbol or "https" at the beginning of the URL, the site is secure.
- Note: "http" is not secure; the "s" at the end of "https" stands for "secure."

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Keep software updated



- Most software (such as for your operating system, web browsers, apps, and cybersecurity) can be configured to update automatically.
- Install these updates as soon as possible to minimize the time cybercriminals have to exploit the software's weakness.

Secure your home Wi-Fi network

Your home's Wi-Fi router is the primary way cybercriminals may try to access the data that flows through your home's computer and other internet-connected devices.



- Change your router's default administrative password (which is different than the Wi-Fi network password), since the default passwords are often the same across brands and are easily obtainable.
- Change the Wi-Fi network's default name (also called a SSID), since the default name could indicate which router you have.
 - Do not choose a network name that indicates your name, address, or other indication of where the network is based.
- Turn on your router's encryption. When setting it up, choose WPA3 if available, otherwise choose WPA2-AES.
- Turn off any "remote management" features.
- Disable any guest networks that don't have a password.

Avoid public Wi-Fi networks



- Use your cell phone data network, or create a Wi-Fi hotspot from your phone to connect laptops or other devices.
- [Apple iOS hotspot instructions](https://support.apple.com/en-us/111785).
(<https://support.apple.com/en-us/111785>)
- [Google Android hotspot instructions](https://support.google.com/android/answer/9059108?hl=en).
(<https://support.google.com/android/answer/9059108?hl=en>)

Protect your video conferences

As use of video conferencing apps has surged, so have instances of uninvited cybercriminals joining in to steal information, send malicious links/files, or harass invited participants.



- Create and use a unique meeting ID number for each meeting (don't use one that the app assigned to you).
- Protect the meeting with a password.
- Do not share the meeting ID number or password publicly (for example, on social media). Instead, provide them privately via email.
- Configure the settings so that nobody can join until after the host.
- Enable the "waiting room" feature-- it allows the host to see who is attempting to join and decide whether to let them in.
- Once the invited participants have joined, lock the meeting to keep others out.
- Restrict file sharing so that any unwanted guests cannot send or receive files via the chat feature. Instead, send files to the group by email.