



# 10 Essential 'Be Safe' Personal Computers Checklist

## 1. Use a Strong Password

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Create a long, complex password or passphrase to prevent unauthorized access.

## 2. Enable Two-Factor Authentication (2FA)

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Add an extra layer of security by requiring a second form of verification when logging in.

## 3. Keep Your Operating System Updated

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Regularly install updates to ensure you have the latest security patches.

## 4. Install Antivirus Software

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Use reputable antivirus software to detect and remove malware.

## 5. Enable a Firewall

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Activate a firewall to monitor and control incoming and outgoing network traffic.

## 6. Encrypt Your Hard Drive

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Use full-disk encryption to protect your data in case your device is lost or stolen.

## 7. Regularly Back Up Important Data

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Schedule frequent backups to an external drive or secure cloud service.

## 8. Be Cautious with External Devices

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Scan USB drives and other external devices for malware before accessing them.

## 9. Manage Application Permissions

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Review and limit the permissions granted to installed applications.

## 10. Secure Your Network Connection

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Use a virtual private network (VPN) when connecting to public Wi-Fi networks.