

# Digital Safety Checklist for Older Adults

*A simple guide to keeping your online accounts safe and organised.*

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You do not need to be a tech expert to stay safe online. Most risks come from a small number of easily fixed things. Work through this checklist at your own pace - no rush.

## Your Passwords

- I do not use the same password for more than one account
- My passwords are difficult to guess (not a name, birthday, or simple word)
- I use a password manager, or my passwords are stored somewhere secure (not a sticky note on the computer)
- I know how to get back into an account if I forget my password

## Your Email

- I recognise what a suspicious email looks like (unexpected requests, urgent language, unusual senders)
- I do not click links in emails I was not expecting, even if they look official
- My email account has a strong password
- I have a recovery phone number or backup email address set up

## Your Devices

- My phone and computer ask for a password, PIN, or fingerprint to unlock
- My software updates automatically, or I update it regularly
- I have cloud backup switched on (iCloud or Google Photos for photos, for example)
- I know roughly which apps are on my phone and what they are for

## Your Accounts

- I know which bank, email, and subscription accounts I have
- I have a rough idea of what I pay for each month
- Someone I trust knows where to find important account information if they ever needed to

## If Something Feels Wrong

- I know that my bank will never ask for my full PIN or password by phone or email
- If I am unsure whether something is genuine, I know to stop and check before doing anything
- I have a phone number for my bank saved so I can call them directly if needed

*If you would like help working through this list, or if any of it raised questions, a Digital Stability Audit covers all of the above and more in a single structured session.*

*Get in touch to find out more - [www.ateaseonline.com](http://www.ateaseonline.com)*