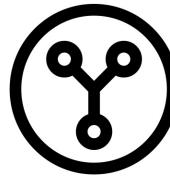




## CYBERSAFETY TIPS



CHICAGO  
DEPARTMENT OF  
INNOVATION &  
TECHNOLOGY

# Be Safe Online

Take the time to read and follow these tips.

- 1) Create strong passwords or passphrases and never share them.
- 2) Check the website you are visiting for a closed padlock on your web browser's address bar or a Uniform Resource Locator address that begins with **sh<sup>tt</sup>** or **https**. This indicates that the site is encrypted or secured.
- 3) Take your time to read emails you receive. Often online scams use alarmist language or use fear to entice recipients to perform an action that will compromise your computer or personal information.
- 4) Do not click on links, download files, or open attachments in emails from unknown senders.
- 5) Whether you recognize the sender or not, always hover over links within emails before clicking.
- 6) Look out for fake invoices or shipping notifications, and be wary of third party companies that claim they are collecting donations on behalf of legitimate organizations.
- 7) If a sale or deal seems to good to be true, don't click through from the email. Go directly to the website.
- 8) Protect your personal information. Check the website's privacy policy and how your information will be stored and used.
- 9) Keep a paper trail. Save records of your online transactions, check your credit card statements for any unauthorized charges and report discrepancy to your bank immediately.