EASY E-CLEANUP CHECKLIST ☑

TIDY UP YOUR DEVICES

Keep all web-connected devices updated and clean.

☐ **UPDATE SOFTWARE**
Minimize exposure to security risks and ensure that your device is performing at optimum speed.

☐ **BRING IN BACKUP**
Back-up valuable files to a secure hard drive or storage cloud.

☐ **CLEAN UP APPS**
Get rid of apps you don't use. For apps you do use, update permissions to control which apps have access to your location, photos, contacts, etc.

REINFORCE YOUR SECURITY

Secure your online accounts to improve your safety online.

☐ **CREATE STRONG PASSWORDS**
Visit www.ConnectSafetly.org for tips to create and manage strong passwords.

☐ **ENABLE TWO-FACTOR AUTHENTICATION**
Use www.TwoFactorAuth.org to see which platforms offer 2FA.

☐ **ADJUST PRIVACY SETTINGS ON SOCIAL MEDIA**
Go to www.StaySafeOnline.org for quick links to update your privacy settings.

☐ **PASSWORD-PROTECT YOUR DEVICES**
Be sure that your laptop, smartphone, and other electronic devices are protected with strong passwords.

☐ **CONSIDER A VPN**
Using a Virtual Private Network offers you a secure, untraceable connection.

REMOVE DIGITAL EXCESS

Get rid of unwanted subscriptions and files.

☐ **UNSUBSCRIBE FROM UNWANTED NEWSLETTERS**
Unsubscribe from automated emails that you no longer need.

☐ **DELETE OLD FILES & APPS**
Sort through your files and apps, and figure out which ones you can get rid of.

☐ **CHECK FRIENDS & FOLLOWERS**
Review your friends lists on social networks and delete anyone who doesn't belong.

☐ **CLEAN UP BROWSER SETTINGS**
Clear out old data, like stored passwords and old autofill information, and set your browser so it doesn't store passwords or financial information.