How to deal with passwords

1. You **must** keep your password to yourself! Don't share it.
2. You **should** use different passwords for different websites and services.
3. It is **advised** to change your passwords regularly.
4. You **mustn't** write your passwords on sticky notes.
5. You **ought** to create long passwords with 8 and more characters.
6. You **should** use upper and lower cases and special characters to form your password.
7. You **might** as well use password phrases instead of passwords
8. You **mustn't** base your passwords on personal information or simple dictionary words.
9. You **could** use a password generator to create a unique password (Passwordsgenerator.net/ random.org)
10. You **can** use a password manager to store all of your passwords (KeePass).

How to protect your data

1. You **must** backup your data (e. g. in a cloud).
2. You **must** run a good anti-virus protection programme (e. g. Avast, McAfee, Avira, …).
3. You **must** automate your software updates.
4. You **should** update your operating system (Windows) regularly.
5. You **must** use a firewall.
6. You **should** take care of privacy settings.
7. You **should** create password phrases instead of passwords.
8. You **must** lock your computer when you don't use it (Ctrl + Alt + Delete)
9. You **must** secure your wireless network at home with a password.
10. You **must** turn off your computer completely when you don't use it anymore.