

Useful Click & Tell tips to pass on...

Click & Tell[™]



**GET
SAFE
ONLINE**_{org}
WEEK



1 If your computer failed, was stolen, or destroyed in a flood or fire, would you lose your precious photos, favourite music tracks and valuable documents?



From around £50, you can buy a portable hard drive to back up all your data, or better still, you can now back it up online, or “in the cloud” as we say.

So don't take the risk ... make sure you backup your data. While you're at it, don't forget to Click & Tell – and Get Safe Online.

2 Do you like downloading music and movies from the internet?



It's a great way to get your entertainment, but there's also a risk of downloading viruses and spyware which could harm your computer, your identity or your bank balance. Be careful about the websites you use and have up-to-date internet security software installed. Oh, and make sure you're not breaking any copyright laws.

And don't forget to Click & Tell and Get Safe Online.

3 It's easy for criminals to crack most passwords, in fact many can be guessed in seconds. That's why it's so important to choose strong passwords that aren't family birthdays, words out of the dictionary, number sequences or even the word “password”. Yes, that really is the most commonly used one!



Instead, use passwords of at least eight characters, with a combination of upper and lower case letters, numbers and keyboard symbols – to make them difficult or impossible for a criminal to crack.

Always keep your passwords to yourself and if you write them down, keep them somewhere really safe. It's a great tip, so Click & Tell ... and Get Safe Online.

4 Banks, internet service providers, auction sites or the Tax Office will never email you requesting personal or financial details. So emails you get asking for this information are probably fraudulent. They're called phishing emails, spelt with a ph.



If you receive an email like this, run your mouse over the link to see if the address that appears at the bottom of the email window is authentic. If you're in any doubt at all, don't click on it. If you're visiting your bank's or other secure website, type the address into your browser rather than using the link. And delete the email.

Take my advice: *Click & Tell, and Get Safe Online.*

5 From time to time, you'll notice alerts from the companies who make your computer operating system and software, telling you that updates are available.



Normally, these are as much about keeping these applications secure as they are about making them easier to use. So it's vital that you download them when prompted. But do make sure that the alerts are from who they say they are.

Another great piece of advice from Get Safe Online, so please ... Click & Tell and Get Safe Online.

6 More and more people are playing computer games online. But there are risks, especially if you're playing against a lot of people you don't know, and where there's real money involved. So here are a few simple tips.



Don't reveal personal information. Choose a strong password and keep it to yourself. Watch out for scams when you're buying or selling game property. And make sure you're using the latest version of the game software.

Online gaming should be fun, so keep it that way. Oh, and don't forget to Click & Tell and Get Safe Online.

7 Unfortunately, the internet is a place that criminals use all the time to carry out fraud. They have some incredibly clever ways of thinking up scams that can fool even the smartest people.



But don't stop using the internet ... just take care by following some simple advice.

Watch out for emails and other contact from unsolicited sources that you don't know. Keep your internet security software up to date. And the most important tip of all: if something seems too good to be true, it probably is.

This is good advice for everyone, so Click & Tell and Get Safe Online.

8 Going online has become the most popular method of finding a new job. Make sure your online job hunting is safe job hunting.



Never reveal private information on job site registrations or your CV. Use safe passwords, and don't tell anybody what they are. Be careful about work-from-home schemes, or seemingly enormous income that could actually be a cover for money laundering. Jobs that seem too good to be true, probably are.

It's easy to stay safe online, so why not Click & Tell and Get Safe Online?

9 I've no doubt you've heard a lot of talk about identity theft. One of the most common ways of this happening is online, but there are some easy ways to stop it happening to you.



For example, don't reveal any private or financial information online, including on social networking or dating sites. Use strong passwords and keep them private. Make sure nobody's looking over your shoulder when you're online. Shred any paperwork you don't want to keep that contains personal information.

If you know someone else who would benefit from that advice, Click & Tell, and Get Safe Online.

10 Do you use your mobile, tablet or laptop in public places to keep in touch? Because it's a public – and you want what you're doing to stay private – here are a few tips to keep safe.



Make sure there's nobody looking over your shoulder. Don't leave your device unattended when you go for a coffee ... it could be stolen as well as spied on. And if you're online make sure the connection is secure and that you need a secure key to use it.

Oh, and if you know someone else who likes emailing over a skinny latte, Click & Tell and Get Safe Online.

11 It seems as if youngsters know more about computers and going online than we do, but they are vulnerable and need protecting.



That's why it's so important that children are educated about how to use the internet properly, that you set some ground rules and put safeguards in place ... such as parental control software.

The internet can be a safe, fun and engaging place for children. Keep it that way ... Click & Tell, and Get Safe Online.

12 Online auction sites are a great way to buy and sell new and secondhand goods. But you do need to know what you're doing to use them safely.



A great thing is that you can choose who you buy from or sell to. So check profiles before you do business with them. When selling, make sure you receive payment before sending the goods. If you're buying, make sure you've read the description properly, and the small print. Ensure the site you're using is authentic and secure. And remember that paying by credit card offers extra protection.

So ... safe buying and selling, and don't forget to Click & Tell and Get Safe Online.

13**Banking online saves you massive time and effort, and you can normally save a bit of money on charges too.**

You do need to follow a few simple tips to make online banking safe. Like using passwords – different ones for every bank – and never telling anybody what they are. Keeping your PIN safe. Making sure the website you're on is authentic and secure. Looking out for odd transactions on your statement. If you still get printed statements, store them securely, shred them or get your bank to stop sending them. And delete emails asking you for personal details.

It's easy to stay safe online, so don't just do it ... Click & Tell it too! And Get Safe Online.

14**These days, most of us buy tickets for events online. But you'd be amazed how many people receive either counterfeit tickets ...or none at all. In this country, it's one in ten of us.**

There are some simple answers. Buy tickets only from the venue box office, event promoter, official agent or a reputable ticket exchange site. Make sure the website you're using is secure before entering your payment details. If you're using an auction site, don't pay the seller directly but use a secure payment site.

Stay safe online, enjoy the show, Click & Tell and Get Safe Online.

15**Research or book your holiday online, and the world's literally at your fingertips. So don't let your excitement turn to disappointment by something going wrong, like bogus package holidays, nonexistent villas or payments to fraudsters.**

Instead, follow a few simple tips. Book only through reputable companies. Pay by credit card. Make sure the website is secure. And check out the destination on Tripadvisor. Oh, and please ... don't advertise the fact that your house is going to be empty for two weeks on social networking sites.

Relax, have a great holiday and, to pass on this advice to someone else. Just Click & Tell ... and Get Safe Online.

16**More than 80 percent of UK internet users now shop online. It saves loads of time and effort and is also great for bargain hunters.**

Make sure you have a safe and enjoyable experience when you're shopping online by taking on board some easy, practical advice. Avoid bogus online sites by using ones that you know, or have been recommended by friends. Make sure all the details are correct before you pay. And ensure the site is secure before entering your details.

Happy shopping, and pass it on ... just Click & Tell and Get Safe Online.

17**Using the internet to pay your bills couldn't be easier. Neither could giving to your chosen charity or sponsoring friends online. Like most things you do online though, it pays to take a few simple precautions and be vigilant to avoid making payments or giving away your personal details to fraudsters.**

Make sure the website you're on is genuine, and the payment page secure, before you enter any details. Keep your receipts. Have your internet security software switched on, and keep it updated.

It's great advice, so Click & Tell it. And Get Safe Online.

18**If you have a BlackBerry or iPad it's as important to protect the device itself as it is to stay safe online. Lose it, and you not only lose a valuable companion but also your contacts and maybe your personal or work data too.**

Never leave your phone or tablet unattended, even in your car or in the office. Don't carry it where pickpockets can steal it. Always password-protect it. Be careful about what data you keep on it. And here's an alarming fact ... one in five lost or broken smartphones have been dropped down the toilet!

Your phone or tablet is an important part of your life. Look after it, Click & Tell, and Get Safe Online.

19



You must have seen one of these. It's called a QR code and it's a way for companies to get you to visit their websites by scanning it from your mobile phone or tablet. Very clever ... but because you can't read the web address you're visiting, it could be any address. And you mightn't be able to tell if the site is fraudulent or not from your small screen. I know I can't without my glasses.



So never enter personal or financial details on a website you've been sent to by a QR code. And make sure any QR code reader app you download is from a trusted source.

Sounds like good advice? Click & Tell, and Get Safe Online.

20

When it's time to say goodbye to your trusty old computer, you may want to sell it on, give it away, donate it to charity or simply take it to the dump.



But don't forget that what's stored on your computer can be opened and read by other people ... documents, passwords, photos, you name it. Even deleting files doesn't completely erase them.

Copy the files you want, use a proper erase program to delete the files completely or physically destroy the hard drive. And thinking of the planet, if you're dumping your machine, do it somewhere that's friendly to the planet.

Sounds like good advice? So go Click & Tell, and Get Safe Online.

21

If your computer has ever been infected by a virus or spyware, you'll know that dependent on the variety, it can not only damage your computer but cause you to be defrauded and affect other people you're connected to.



If you only follow one piece of advice on online safety, make sure it's this one.

Install a decent internet security package and firewall, make sure it's always switched on and that you download the updates. And remember that some smartphones and tablets can also be infected, so take precautions with those too.

And, of course, Click & Tell and Get Safe Online.

22

Wireless networks have made our lives incredibly simple. As the name suggests, there are no wires and you can even print from your phone on to a printer in another room. But if your wireless network isn't set up properly, you could risk other people using it, risking reducing your own download speed, accessing sensitive information that you're sending or receiving or even inappropriate material that they are looking at, being traced to your computer.



These days, most wireless routers are set to encrypted mode out of the box, but it's always best to regularly check that yours is secure, and only give the key to people you trust.

Oh, and do Click & Tell, and Get Safe Online.

23

Who would have thought that social networking would become so popular? For many people, it's a way of life. In general, social networking is fun, and also safe as long as you take on board a few basic tips.



Keeping your profile private and not revealing personal information will reduce the risk of things like identity theft or fraud. Being selective about your friends and contacts will do the same, plus reduce the risks of unpleasant experiences. And always type in the web address of the site you use or go there from your favourites, and not from a link in an email.

Observe these simple rules and you'll continue to enjoy happy social networking for years to come. And why not pass this on to a friend ... just Click & Tell and Get Safe Online.

24 More and more people are looking for companionship online. And why not, they say there's someone for everyone out there.



However, you should follow some basic advice to avoid any problems. Choose a reputable dating site. Don't disclose private information on online dating sites. Don't tell people things like your phone number, place of work or address until you feel comfortable doing so. And be very careful about how, when and where you meet people in person.

Stay safe, and happy dating. Oh, and if you think this is good advice, Click & Tell – and Get Safe Online.

25 As you probably know, paying by credit card can give you extra security when you make purchases or make other payments ... including on the internet. But what happens when somebody dishonest gets hold of your credit card details and starts running up huge bills?



Here's a handy tip: use a card with a low limit, so if your card is stolen, copied or skimmed, it just won't work if the thief tries to make large purchases or cash withdrawals. You never know, it might even stop you overspending too!

It's a good tip, so Click & Tell and Get Safe Online!

26 Selling a car or van online is easy and convenient. But the used vehicle sites are a favourite place for thieves and fraudsters to operate. They might contact you through your advertisement asking for specific details of the vehicle or even for your personal details. They can then easily use this information to create a 'cloned' advert.



If you were buying a used car or van, wouldn't you want to see it first, in the flesh? Of course you would, and so would any other genuine buyer. Don't get duped, and always get cleared payment before parting with the vehicle too.

Oh, and Click & Tell, and Get Safe Online.

27 The internet is becoming a more popular place to buy medicines and drugs these days – whether it's a remedy for a common complaint, a so-called miracle cure or something to 'improve your performance'. But unless you're careful, you can get into all kinds of problems – like buying medicine from dodgy sources, even though they look professional. It could even endanger your life.



My tip is: use only proper, registered UK-based sites for complete peace of mind.

Get all the info on Get Safe Online ... and Click & Tell.

28 I received another one of these emails this morning: 'Dear Friend. Our government, of which I am an official, has been overpaid by millions of dollars and is offering you the chance to receive some of these funds'. Sounds familiar? However convincing the email sounds, or however short of money you might be, there's just one word of advice: **DON'T!**



For the lowdown on this and other kinds of common fraud, visit Get Safe Online, then tell someone you think might be vulnerable.

Or 'Click & Tell', as we say

29 With high levels of unemployment at the moment, you might think about doing anything to get a job. Well, almost. Or following up on a get-rich-quick scheme you've read about on the internet. There are loads of scams doing the rounds asking for up-front payment to be considered for employment, doing your CV or carrying out checks.



A genuine, reputable employer won't ask for money up front for any of these things, so my advice is simple ... don't be tempted, or you'll never see your money again.

All the info is on Get Safe Online, so take a look, tell a friend, and Click & Tell!

30 You know when you buy something online, download some music or maybe just update your software. You'll often be asked to click the 'Read Terms & Conditions' box before clicking 'OK'. Yeah right, who's going to do that?



Well actually, you should, because otherwise you don't know what you might be agreeing to, especially online. It might take a bit of time and effort, but it just makes good sense.

Read all about Accepting Terms & Conditions on Get Safe Online, then Click & Tell.

31 Classified ad websites like Gumtree are all the rage these days. They're convenient to use and you can find yourself a real bargain. But do follow a few tips to make sure you're not being scammed or ripped off.



Always trade face-to-face, don't send money for an item you haven't seen. Meet sellers somewhere public like a café, and if possible take someone with you. Make sure you're completely happy with the item that you're buying before handing over any money. Give only the minimum necessary personal information to sellers and buyers on the site. Don't carry large sums of money ... if you're buying something expensive, meet the seller and view the item first. If you have any doubts or notice anything suspicious about an ad or seller, contact the website, and don't go ahead with the transaction. And above all, use your common sense and intuition.

All the advice you need is on Get Safe Online. So Click & Tell, and happy shopping!

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