

## How-To Guide – Online safety

### Tips on staying safe when using the internet

Being online is no different to any other part of your life. Take the right precautions and you'll be fine. Here are some tips to help you stay safe online.

- Make sure your computer, tablets and mobile devices have up-to-date security software to protect you. There are lots of options available. At Barclays, for example, we give you free Kaspersky™ software when you bank online with us. For information on how to download this visit [barclays.co.uk/kaspersky](http://barclays.co.uk/kaspersky)
- Create passwords others won't be able to guess. A combination of letters (upper case and lower case), numbers and symbols will be most secure, though also make sure it's something you'll remember. You should also create a different password for each website you use.
- Never share your security details with anyone else and don't write them down for others to find.
- If you use a shared computer, make sure you log out every time you have finished.
- Set up a PIN or password to lock your mobile or tablet and activate it when your device is idle or unattended.
- Don't click on links, emails or pop-up ads you don't recognise.
- Barclays will never ask you to confirm your PIN or security details in an email. Delete these emails without clicking on anything.
- Before entering any personal or payment details on a website, look out for a small padlock symbol in the address bar or browser window and a web address beginning with 'https'. The 's' stands for secure.
- Ask friends for advice. Just like you would anywhere else, you can get advice online for just about anything. Tutorials, reviews and customer ratings are only a search away.

#### Advanced tip: Setting up a personal hotspot

If you work on the move but you can't find a Wi-Fi connection to use, you can transform your phone into a personal Wi-Fi hotspot. In order to do this you need a 3G or 4G smartphone, tablet or laptop. You should also check your data package costs before you start to download any big files or videos.

1. Go to the 'Settings' of your phone and select 'Set Up Personal Hotspot' if you have an iPhone™ or 'Tethering & mobile hotspot' if you have an Android™ phone.
2. Select 'Wi-Fi and Bluetooth' if you're using an iPhone or 'Mobile Wi-Fi hotspot' if you're using an Android phone.
3. To make your 'Personal Hotspot' more secure you can set up a password. On an iPhone, simply select the password field and edit it, or on an Android phone, select 'Mobile Wi-Fi hotspot' and choose a password.
4. To use the 'Personal Hotspot' you've set up on your mobile for your computer or tablet, or to share it with a friend, turn on Wi-Fi on your computer and select your phone name or phone network, using your password when prompted.
5. An icon or blue bar appears on your phone to remind you it is still active. Don't forget to turn the hotspot off when you are finished to save on data costs.

To find out more ask a Barclays Digital Eagle in branch or go to [barclays.co.uk/digitaleagles](http://barclays.co.uk/digitaleagles)

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