ACCOUNTS, STORAGE, AND FILES

BEST PRACTICES AND GUIDELINES

REVIEW STORAGE CONFIGURATIONS

Review Recent Activity:

- Go to Google Account Security.
- Scroll down to "Recent security events" to review any unusual activity.

Run Security Checkup:

- Go to the Google Security Checkup.
- Follow the prompts to review and enhance your security settings.

Check Shared Files and Folders:

- Open Google Drive.
- Right-click on a file or folder and select "Share."
- Review who has access under "Share with people and groups." Adjust permissions as needed.
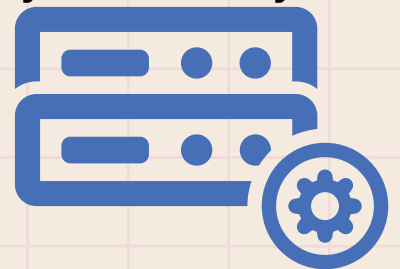
SECURE FILES WITH A PASSWORD

ZIP Files:

- Select the file(s) you want to compress.
- Right-click and select "Send to" > "Compressed (zipped) folder."
- Open the ZIP file, then go to the "File" tab and choose "Add a password."

Encrypting Individual Files:

- This feature is available in some versions of Windows. Right-click the file or folder, select "Properties," go to the "General" tab, click "Advanced," and check "Encrypt contents to secure data."
- Click "Apply"

REVIEW PRIVACY SETTINGS

Email Accounts (e.g., Gmail, Outlook):

- Security Settings: Look for "Security" or "Account" settings.
- Password Changes: Ensure you use a strong, unique password.
- Two-Factor Authentication: Enable this feature if available.
- Access Review: Check which devices and apps have access to your account.
- Alerts: Set up notifications for account activities.