

Safety Tip of the week

15/05/2020

How to change your Email password

Gmail

- 1) Head to myaccount.google.com
- 2) Under Sign-in & security choose 'Signing into Google'
- 3) Under Password & sign-in method click on Password
- 4) Log into your Google account
- 5) Enter a new password (at least eight characters), then re-enter it and click "Change password"

Hotmail and Outlook

- 1) Log into your Hotmail account at outlook.com
- 2) Click on your name at the top right of the screen
- 3) Choose View Profile
- 4) Click Change password next to your email address
- 5) Microsoft will verify it is you requesting to change your password: enter your email address and click Send code
- 6) Check your inbox for a code, then enter it in the browser and click Submit
- 7) Now enter your current password and new password (at least eight characters and case-sensitive), then re-enter the password
- 8) Click Save

Yahoo Mail

- 1) Log into your Yahoo Mail account at login.yahoo.com
- 2) Click on your name at the top right of the screen
- 3) Choose Account info
- 4) Select the Account security tab
- 5) Click on Change password
- 6) Enter a new password, re-enter it to confirm, then click Continue



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How to change your Social Media password

Facebook

- 1) On the top right corner of your page, click the drop down arrow and select Settings.
- 2) On the left pane of the Settings window, click Security and Login.
- 3) Scroll down to the Login section, and click Change Password.
- 4) Type in your current password if you know it.
- 5) Type in your new password, and then type it again to confirm. Then click Save Changes.

Instagram

- 1) After opening the Instagram app, tap the three horizontal lines in the upper righthand corner of your screen.
- 2) At the bottom of the page, click "Settings."
- 3) Tap "Password" in the middle of the page.
- 4) Enter your current password, then enter your new password twice to confirm its accuracy.

Twitter

- 1) On the top right corner of your page, click the drop down arrow and select Settings.
- 2) On the left pane of the Settings window, click Security and Login.
- 3) Scroll down to the Login section, and click Change Password.
- 4) Type in your current password if you know it.
- 5) Type in your new password, and then type it again to confirm. Then click Save Changes.



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Tips to make your password strong

A good way of generating a password that is hard to guess but easy to remember is to have a phrase that contains ordinary words, names of people or places (so they start with a capital letter) and numbers.

Your password is then obtained by taking the first letter of each word except for the numbers which are represented by figures. So, if your phrase was "Bradford is thirty two miles from Manchester" the password would be Bi32mfM.

Similarly, you can create a password using a line from something easy to remember such as a song or nursery rhyme. It's easy to remember the first letter from each word of "Jack and Jill went up the hill" and turns into this seven-character password: JaJwuth. Again, names make it easy to introduce upper-case characters.

You can also substitute characters for symbols, numbers or punctuation. Replace any letter 'i's with 1s and any 'a's with 4s and your password becomes much harder to crack. Christmas, then, becomes Chr1stm4s, which is a strong password.

