

**TOP**

**5**

**PASSWORD  
MISTAKES**

**01**

**Share passwords**

Never share your password with anyone in the office.

**02**

**Use the same password for all accounts**

Your password should be different for all accounts.

**03**

**Pick simple passwords**

A simple password might be easy to remember, but it's also easy to figure out. Use a more complicated password.

**04**

**Storing passwords in plain text**

Your passwords should be encrypted if they are stored electronically.

**05**

**Write down passwords as reminders**

The only safe way to keep track of passwords is to memorize them.