



Your privacy is

# TOAST

if you make these

## TOP 5 PASSWORD MISTAKES

1. Share passwords - Never share your password with anyone in the office.
2. Use the same password for all accounts - Your password should be different for all accounts.
3. Pick simple passwords - Use a more complicated password.
4. Storing passwords in plain text - Encrypt stored passwords.
5. Write down passwords as reminders - The only safe way to keep track of passwords is to memorize them.