Purpose	*Strategy*	**Mac**
Reduce phishing.	***Mark junk/ spam/ scam emails as 'junk' or 'spam'***	All email systems attempt to identiy spam/scams/phishing. But, in addition, you can teach it what *you* regard as suspicious mail, and doing so informs your email service. **Apple Mail**: select message then select Junk (icon with "x" in the box). Or drag the email into Junk folder at the left. **Gmail**: Gmail will automatically put spam into the "Spam" folder. You can also add an email to the Spam folder yourself. **Other email clients** will handle Junk/Spam in similar ways. NOTE: Check your Junk or Spam folder regularly! Sometimes mail you WANT winds up in that folder.
Reduce phishing.	***Update operating system, because OSs continually update their security features***	**Mac OS**: Open your settings: -System Preferences/ -Software Update/ -Automatically keep my Mac up to date Your OS will update at night when plugged in and on Wifi. *It's best to leave computer on most of the time, and restart once a week or so.*
Reduce risks of phishing.	***On/Off***	**Turn the device completely off (shut down) for at least 30 seconds once a week.**
Reduce phishing.	***Update browsers***	**Safari** is updated when the OS is updated. **Chrome**: -Launch Chrome (look for Google Chrome on your computer and open it.) -Click on button with three horizontal bars on upper right corner to bring down main menu. -Turn on the auto-update link "About Google Chrome" from the menu. -Exit Chrome. **Firefox**: By default, Firefox updates automatically.
Reduce the risks of phishing.	***Back up regularly***	**iCloud**: Go to System Preferences, then - iCloud to select plan Again go to System Preferences, then - Apple ID to select what to sync on iCloud **Time Machine** (local hard drive): Request assistance setting up a local hard drive for Time Machine.
Reduce the risks of phishing.	***Passwords for apps***	Use different, and complex, passwords for your email and for your apps. Reset your passwords if you're hacked. OPTIONAL: A password manager is ideal, but there is a learning curve. We plan a workshop on this topic in the future. If you don't use a password manager, it's okay to write your passwords on paper, unless people in your house are apt to log in as you. Do NOT write them down if you're in a business.
	ONLY IF TIME PERMITS, OR THE TOPIC COMES UP	
Reduce phishing.	***Block pop-ups***	**Safari**: Open Safari. -From the Safari menu, choose Preferences. -Click the Websites tab. -Click Pop-up Windows on the left sidebar. . -If you want to block popups, find the "When visiting other websites" option (bottom of the window). -If you select Block and Notify, then you will be notified an a popup is blocked. **Firefox**: Open Firefox. -Tap parallel line icon upper right. -Click Preferences. -Click Privacy & Security in the list on left. -Under Permissions, click Block Pop-Ups. -Under Security, click "Block dangerous and deceptive content." **Chrome did not test (don't use Chrome)** -Click on Chrome's menu icon in the upper-right corner of the browser and click on Settings. -Type "Pop" into the Search settings field. -Click Site Settings. -Under Popups it should say Blocked. If it says Allowed, click Pop-ups and redirects. Turn off the switch next to Allowed.