**Microsoft**

4 ways to stay safe online

With the growing presence and sophistication of online threats like viruses, ransomware, and phishing scams, it's important to have the right protection. **Office 365 Home** and **Office 365 Personal** give you advanced security tools to help keep your information secure and private.

1. Avoid viruses and phishing scams

We've detected an unsafe link

unsafe link

Return to Outlook
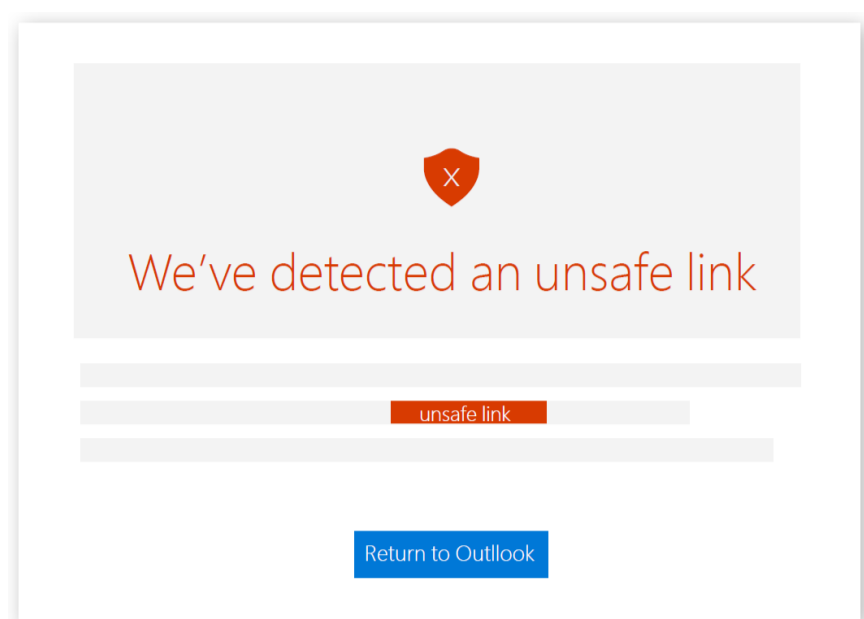
35%
Malware and viruses attack your computer when you visit malicious websites or download infected files. 35% of all computers globally are infected by malware.

23%
Hackers use phishing scams to try to steal your identity or money by sending official-looking email asking for sensitive personal information. 23% of people open phishing email.

To stay safe, use Outlook.com to send and receive email. Outlook.com uses advanced detection techniques to check attachments for viruses, and it warns you if you click on a suspicious link.

2. Protect your information with passwords

Sending confidential or personal information online can be worrisome. Using OneDrive, you can require a password to access a shared link. This prevents others from accessing your files if the recipient forwards or shares the link.

OneDrive
Share
Files
Filename.docx

Share 'File'
Set password ●●●●●●●●●
Copy
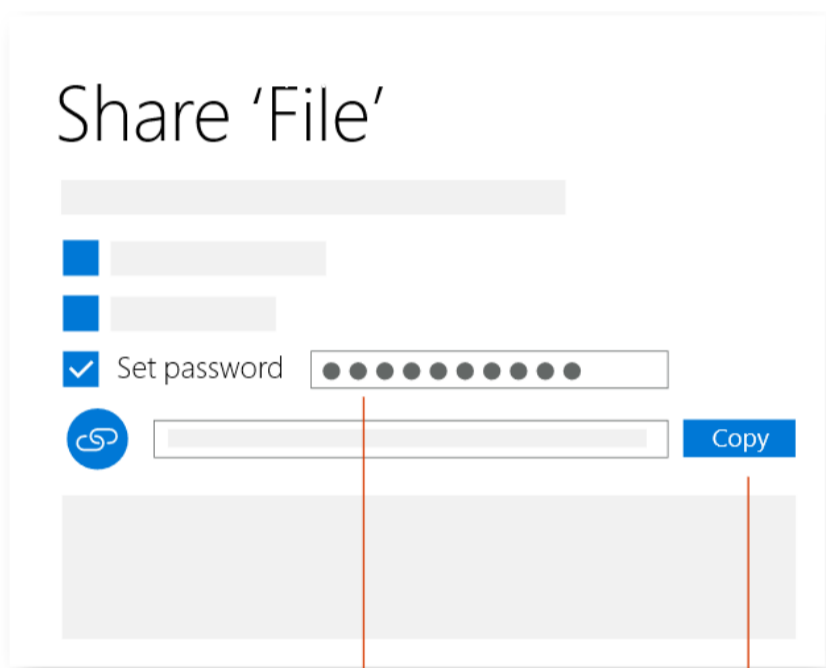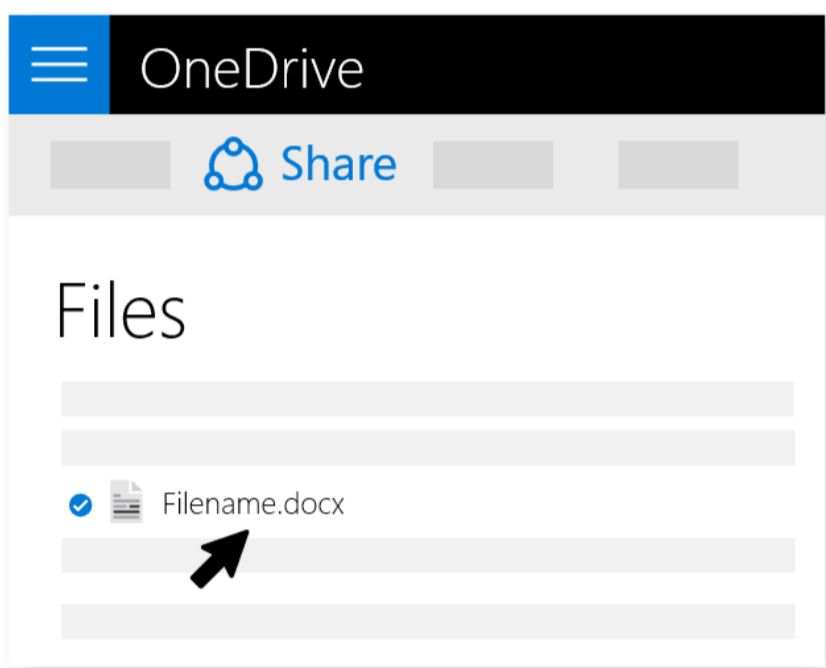
A
Go to **OneDrive**, select the file you want to share, then select **Share**.

B
Select **Set password** and enter a **password**.

C
Select **Copy**, then paste the link in an email message.
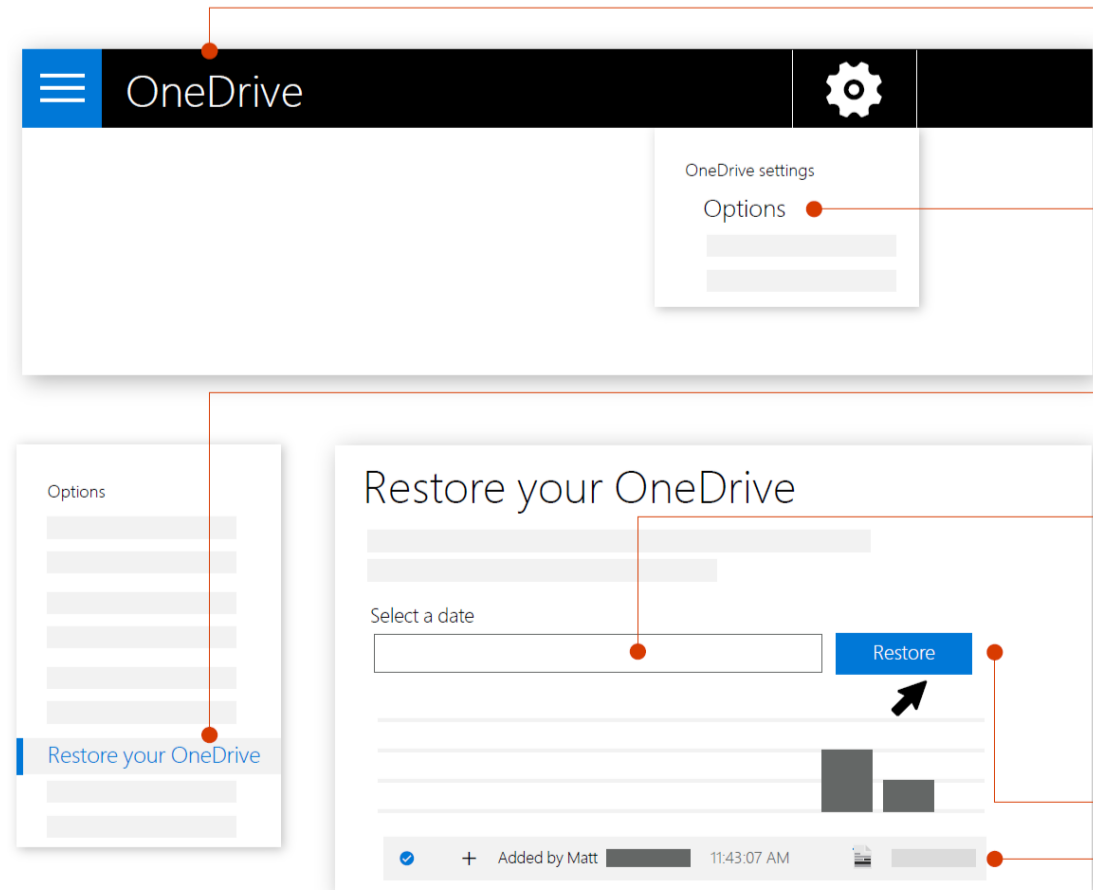
3. Encrypt email to minimize threats

Use email encryption in Outlook.com to share your confidential and personal information and minimize the threat of your email being intercepted or leaked to cybercriminals.

Outlook
Encrypt
Encrypt and prevent forwarding
From
To   MB   Kathryn Best
Payment Detail
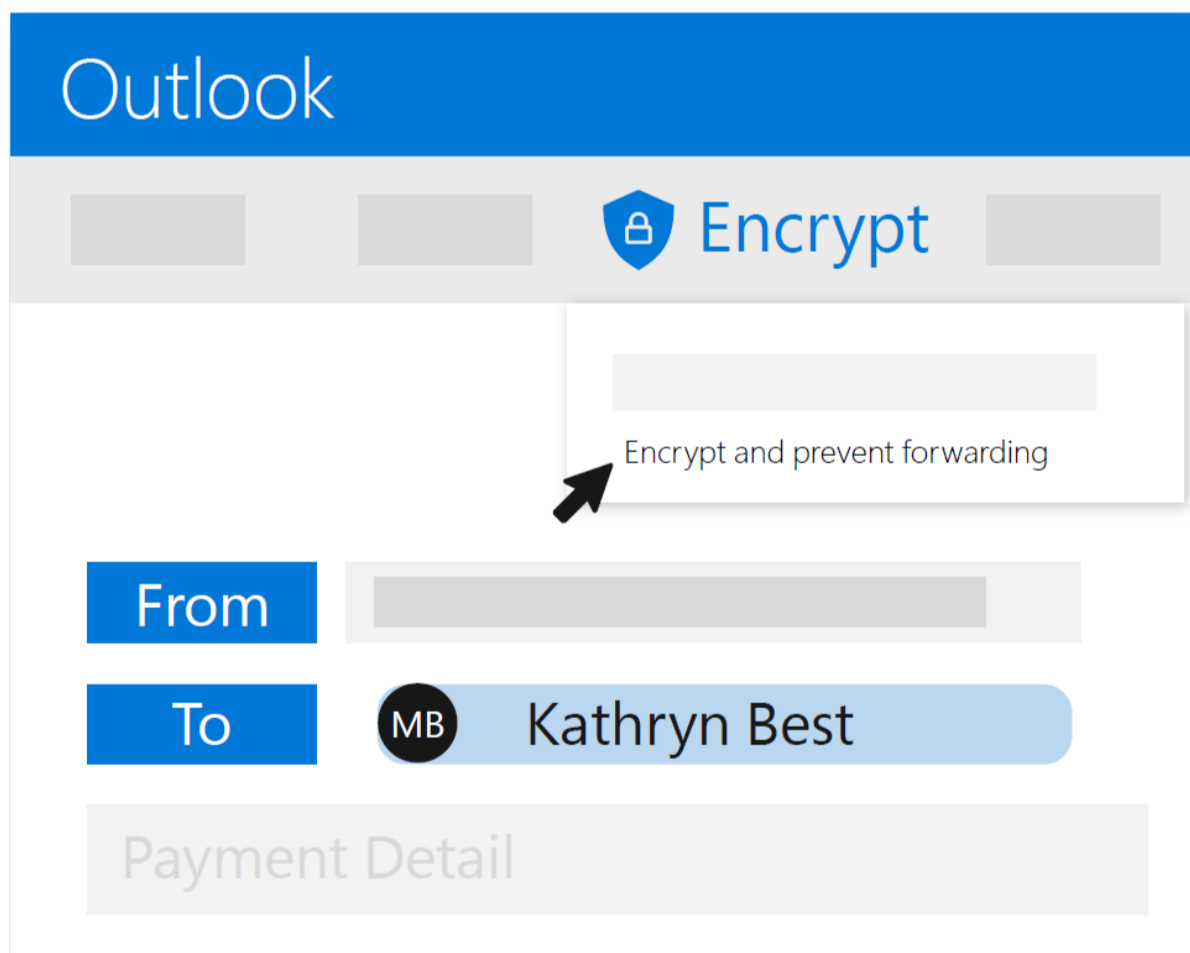
To send an encrypted email, select **Encrypt >** Encrypt to encode your message, or **Encrypt > Encrypt and prevent forwarding** to encode your message and prevent it from being copied or forwarded.

4. Recover files from malicious attacks

More than 4,000 ransomware attacks happen every day. If Office 365 detects a ransomware attack, you'll get an email or notification. To recover from ransomware, file corruption, malicious attacks, or accidental deletions, you can restore your OneDrive to a previous time.

OneDrive
OneDrive settings
Options

Options
Restore your OneDrive
Select a date
Restore
Added by Matt   11:43:07 AM

A Go to the OneDrive website.

B Select **Settings > Options.**

C Select **Restore your OneDrive.**

D Select the earliest activity that you want to undo.

E Select a date from the drop-down list, or choose **Custom date and time.**

F Select **Restore** to undo all the activities you selected.

For more information, visit aka.ms/staysafeonline