Privacy and Security Tips for Google:

• Enable two-factor authentication
• Protect your CruzID Blue password
  ➢ Don’t reveal it to anyone
  ➢ Don’t re-use it for other accounts
• Keep restricted data out of Google, or encrypt it first
• Limit sharing of Google Docs to those who need access
  ➢ Including who can edit vs. view-only
• Review your sharing settings in Google Calendar
• Report spam and phishing to Google
• Use Google’s “Account Activity” features to help make sure no one else is using your account
• Sign out of your Google account when you’re not using it

Go to its.ucsc.edu/google/security.html for more information