BACK UP FILES

All Adelphi Gmail users have access to unlimited cloud storage on Google Drive.

Data is saved to the cloud automatically with Google Docs, Sheets and Slides.

DO IT AGAIN

You can never have too many backups.

Backup to an external hard drive, flash drive, or other cloud storage, just in case.
RESET PASSWORD

Use **strong and unique passwords** that are not easy to be guessed.

Keep your password secret and **don’t share it with anyone**, friends and family included.

Consider using a **password manager** to store and encrypt your passwords.

CHANGE REGULARLY

Change your passwords frequently, every 3-4 months.

Create an entirely new password each time, rather than just changing one character.
Be suspicious of any email with urgent requests that require immediate action.

Look out for any grammatical errors, no matter how small.

Think before you click. Do you know where the link is taking you? Is the attachment something you expect from the sender?

Contact the Help Desk via:

- helpdesk@adelphi.edu
- 516.877.3340
- it.adelphi.edu/chat