

# Cybersecurity for everyday life handbook

Make your everyday life more cybersecure



# Cybersecurity is part of everyday life and affects us all

Everyday cybersecurity is about knowing how to use devices and services safely. It is an important skill for everyone, because our lives are increasingly connected to the internet. We study, work and shop through apps and online. We can navigate an unfamiliar city using GPS, look for dates by swiping and message friends around the world.



Cybersecurity is worth paying attention to

By acting wisely, you improve both your own safety and the safety of others online. This handbook explains how you can do that. Fortunately, it is no more complicated than locking the door or wearing a seatbelt.

# The internet is like a city

Just like in a real city, there are many different things to see online: banks, shops, libraries and social media services. The internet is also full of different kinds of buildings. You can think of a device as a building in the city of the internet: some are small, such as a personal phone or computer, while others are large, such as company servers and network devices.



## Buildings are connected to each other by roads

On the internet, these roads are called networks, and they connect devices to each other. In practice, a network is a route that allows information to travel from one device to another. Networks can be small, such as a home or workplace network, or enormous, such as the internet.

"Every device also has its own address, which allows it to be found in the city. This is called an IP address."



# What role does cybersecurity play in this city?

Cybersecurity is needed online for the same reason we need safety and security in the physical world. Throughout human history, city streets have always had crooks, pickpockets and snake oil salesmen. Now they have also moved online, and we encounter them there regularly.

We store more and more of our money, information and other things that matter to us online. These things are also of interest to cybercriminals, who want to gain access to our accounts, devices and data. Because scams are a way for cybercriminals to make money, everyone should learn how to act safely online.



Do you find cybersecurity terms difficult to understand?  
You can find clear explanations in the SecPort glossary:  
[www.secport.org/materials/glossary](http://www.secport.org/materials/glossary)



Cybersecurity means people and organisations protecting themselves against cybercrime and malicious activity.

# Crooks, troublemakers and robbers

Online wrongdoers, or cybercriminals, have different goals: some want to steal money from bank accounts, some want to take our information, and some want to access our employer's systems through us.

Next, let's look at what kinds of criminals there are online and what methods they use. We'll ask them directly—the cybercrime bosses from the mobile game Cyber City Tycoon.

## Stealing information

"My job is to gather information about people, which I either use for my own benefit or share with other managers. Passwords, PINs, and really any data is valuable to me. I put out baits because I know someone will always bite. Sometimes I appeal to greed, sometimes I pretend to be someone else."

- Phishermäns Freud



## Scamming with love

"Anyone who has met me must admit that I am a master at manipulating people's emotions with romantic feelings. I know how to create a deep connection when in reality I am just using others for my own benefit. I present myself as the perfect partner, making grand promises and appearing to understand deeply. I do this so skilfully that sometimes I even convince myself."

- Ro Mans



## Trolling

"Me like when everyone mad."

- Mr. Trollers





## False information

"The truth is messy at best and almost always boring. Facts exist only to ruin good stories. The news we deliver is exactly what people want. It doesn't challenge their world view; it reinforces it. We are the ultimate enablers of confirmation bias, even if it means bending the truth or outright lying."

- Chandra Charisma & Brock Bluster

## Stealing identities

"Everything you do online leaves a trail, and if you're up to something shady, it's best if that trail looks like it belongs to someone else. That's where stolen identities come in handy. I either collect these identities myself or buy them from others."

- Ms. Xester



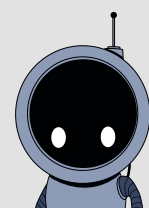
## Extortion

"Your data is your life: your calendar, memories, work files, the fruits of your creativity—everything. Your data is infinitely valuable to you which is why it's valuable to us too. For businesses and organisations, data is even more precious. That's why we hold data hostage with ransomware and promise to return it in exchange for a ransom."

- Dixie & Dusty

"Pssst! To be honest, they're not very smart. Believe me, I work for them..."

- Minion



# Cybercrimes and scams are part of everyday life

Cybercrimes often do not look unusual. Instead, they try to stay hidden. We typically come across them in ordinary everyday situations: when we open an email, when we buy something from an online shop or when we receive a call from an unknown person. They resemble things we do anyway, which is why it is easy to make a mistake and think they are genuine.

Many scams have one thing in common: they want something from you immediately. You may be asked to give your information right away, pay a small amount without delay or click a link to fix a problem. There is often a sense of urgency and strong emotion involved: fear, pity and big promises.



## Why are you a suitable target?

Everyone has something that interests cybercriminals. Poorly managed cybersecurity makes you more vulnerable to attacks, because many attacks are carried out automatically against large numbers of people at once. Those who have not updated their devices or secured their accounts are more vulnerable.

# Easy ways to improve your own cybersecurity

Cybersecurity can feel like a lot of effort, and cybercrime can seem too difficult to beat. Fortunately, you are not helpless. In the end, it is about small everyday actions and routines that help keep us safe. Next, you will learn five ways to improve cybersecurity in your daily life.



## 1. Make your passwords long and different

Let's return to the building comparison: we learn to keep our front door locked so that outsiders cannot get into our home. For the same reason, devices and accounts are kept locked too. A password can be thought of as a key: it keeps the doors to your accounts and devices closed. It needs to be long so that the locks on your devices and accounts cannot be picked.

Use a different password for every service. That way, your other accounts stay safe even if one password ends up in the wrong hands. In addition, you can often add an extra lock to your accounts by enabling multi-factor authentication. This means you need two keys to log in, so losing one key does not immediately put you in danger.



## 2. Keep your devices and software up to date

Buildings need maintenance because they wear down: paint flakes, structures weaken and dust bunnies take over. The same happens to devices, only much faster. Suddenly, someone may be able to break into your device through a weakness that has appeared. Fortunately, this can be prevented through maintenance—in other words, by updating your devices. Updates bring improvements and fix problems, which is why you should always install them as soon as a new update is available.



### 3. Do not hand over your valuables to others

We learn to keep our wallet and passport safe, in other words to protect our valuables in the physical world. In the same way, you should never give your online banking credentials or any other online valuables to others. Keep them strictly to yourself.



### 4. Think about the traces you leave online

Your digital footprint is the internet's memory of you. It is the trace you leave behind whenever you do something online. These traces form a picture of you: for example, they reveal what your preferences are and what values you support. This information can be used against you, because embarrassing or harmful information can be used for blackmail, and information found online can be used to tailor scams specifically for you. It is not sensible to share everything publicly, and it is worth looking after your privacy.



### 5. Stop before you act

Just as when crossing the road, you should also stop online and make sure your next step is safe. That is why you should not click or open every link and file you come across without thinking. Stay alert and be aware of what you are doing—cybercriminals target us when we least expect it.



### Press the Panic button when you are unsure

The panic button is a webpage with instructions for cybersecurity problems.

You can find the panic button here: [www.secport.org/cyber-panic](http://www.secport.org/cyber-panic)

# Your mind also needs protection

Staying safe online is not only about passwords and encrypted connections. Our thoughts and opinions can also be tricked and misled.

## Not everyone deserves your trust

The internet is a wonderful thing that makes everyday life easier. It contains a huge amount of information, and almost anyone can publish almost anything. Because of this, it also contains incorrect information and deliberate lies. Their aim may be to influence how you think about something.

False information like this is often used to turn people against one another. This can lead to weakened trust in other people or in the news, which can also affect your safety in everyday life. When we protect our minds online, we also protect our daily lives and help society remain peaceful and functional.



## How to protect your mind

1. Read more than just the headline before forming an opinion.
2. Check who published the information and whether they are reliable.
3. Look for information about the topic from other sources too.
4. Notice if the content is only trying to make you angry or afraid.
5. Do not share information if you are not sure it is true.



# You can learn the essentials of cybersecurity using materials from the Cyber Citizen Initiative

It is important that everyone knows how to stay safe online, and the Cyber Citizen project is here to help. Anyone can learn the basics of cybersecurity for free through our game and portal.



## Explore the materials

**CYBER CITY TYCOON**



### Cyber City Tycoon

Cyber City Tycoon is a free mobile game where the player takes on the role of a cybercriminal. In this way, they learn to understand how criminals operate and how to recognise cyber threats in their own everyday life.



**SecPort**



### SecPort

SecPort is a website that helps people recognise and prevent everyday cyber scams. It provides information about cybersecurity in different formats, such as courses, videos and guides.

[secport.org](https://secport.org)

## Take care of cybersecurity today, and it will benefit you tomorrow

In the future, you will probably thank yourself for getting your everyday cybersecurity in order in time. Small everyday actions can save you from many problems later on.



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