10 Best Practices for Securing Your Apple Devices

1. Review and delete unused apps
2. Turn on the auto update feature
3. Review your privacy settings
4. Enable FileVault and Firewall on your MacBook
5. Install an Antivirus solution
6. Set a secure passcode on your device
7. Turn on two-factor authentication for your Apple ID
8. When in doubt, reset your Apple ID password
9. Manage who can see the location of your device
10. Erase your phone before you sell it
1. Review and delete unused apps

**Why is it important to delete unused apps?**

- Regularly deleting unused apps from your Apple device does more than just free up extra storage space—it helps keep your personal data safe.
- It’s a good practice to audit the apps installed on your devices from time to time.
- Scroll through your device’s apps window and delete any you don’t use or recognize.
- Be smart about what you’re downloading and installing onto your devices.
- Don’t install shady third-party apps, no matter how interesting it might be, and always download from certified sources like the App Store.

**Remove apps from the Home screen**

*Note: These instructions may vary depending on the version of your device.*

1. Touch and hold any app on the Home screen.
2. Three options will appear “edit Home Screen”, “Share App” and “Delete App”.
3. Tap “Delete App”.

If you change your mind, you can [redownload apps](#) you’ve removed.

[Click here to view a VIDEO on How to Remove Apps from your iOS Device](#)
App updates improve the security of your device which protects your personal information.

If apps on your device are out of Date, hackers can make use of the outdated design to get access to your data.

**How to turn on automatic updates for iPad & iPhone:**

1. Tap “Settings”
2. Tap “General”
3. Tap “Software Update”
4. Tap “Automatic Updates”
5. Slide the button next to “Automatic Updates” to the right.

**How to turn on automatic updates for MacBook:**

1. Click “System Preferences” from the Apple menu, then click “Software Update”.
2. Check the “Automatically keep my Mac up to date” box.
How to turn on automatic app updates for iPhone & iPad:

1. Tap "Settings"
2. Tap on your Name at the top
3. Scroll down to “iTunes & App Store” and tap on it
4. Slide the button next to “App Updates” to the right.

For Macbook Apps you would:

1. Open the App store
2. Click the Updates tab
3. Check the “Automatically keep my Mac up to date” box
3 Review your privacy settings

THERE ARE FOUR PLACES TO REVIEW YOUR PRIVACY SETTINGS FOR YOUR APPLE DEVICES

Review your basic Privacy Settings:

1. Privacy Settings on iPhone & iPad:
   a. Tap “Settings”
   b. Tap “Privacy”
   • You will see a list of all your device features.
   • By clicking each one you can see which apps have access to that feature.
   • Toggle on/off to control which apps have access.

2. Privacy Settings on MacBook:
   a. Click “System Preferences” from the Apple menu
   b. Click “Security & Privacy”
3. Check out which apps have access to your Siri Data:
   a. Tap “Settings”
   b. Tap “Siri & Search”
   ● Scroll down to see a list of all your apps that have access to Siri
   ● By clicking each one you can toggle on/off to control if the app has access to Siri

4. Check out which apps have access to your Cellular Data:
   ● Similar to the Siri section, “Cellular” is a section under Settings which shows all the apps that have access to your Cellular Data.
   ● Toggle on/off next to each app in the Cellular section to control if the app has access to your Cellular data.
Enable FileVault & Firewall on your MacBook

HOW TO ENABLE FILEVAULT

What is FileVault for?
FileVault can be used to encrypt the information on your Mac. It encodes your startup disk data so that unauthorized users can’t access your information.

Turning on FileVault provides further protection by requiring your login password to decrypt your data.

How to Enable FileVault
1. Open System Preferences
2. Click “Security & Privacy”
3. Click the “FileVault” tab
4. Click the lock icon in the bottom left corner of the window
5. Type in your username and password, then click “Enter”
6. Click on the “Turn on FileVault” button
7. You can use your iCloud account to backup or get a key that you can keep secure.
8. Click “Continue”, and restart your MacBook.
9. Once it comes back up the FileVault will finish installing which could take up to 2 hours.

Click here to view a VIDEO on How to Enable FileVault

Click here for more INFORMATION about FileVault
How to Enable the Firewall

1. Open System Preferences
2. Click “Security & Privacy”
3. Click the “Firewall” tab
4. Click the lock icon in the bottom left corner of the window to unlock the pane
5. Enter the Administrator’s username and password.
6. Click "Turn On Firewall" or "Start" to enable the firewall.
7. Click “Advanced” to customize the firewall configuration.

What is the Firewall for MacBook?

Your Macbook (OS X v10.5.1 and later) includes an application firewall you can use to control connections made to your computer from other computers on your network.

This makes it easier to gain the benefits of firewall protection, and helps prevent undesirable apps from taking control of network ports open for legitimate apps.
Install an Antivirus solution

Contact these City 1st Businesses for more information about an antivirus solution for all of your devices.

ManagedTEK
Guillermo Aquino
ManagedTEK.com
(707) 205-3727
info@managedtek.com

Posit Security Group
Pierre Malbrough
PositSecurityGroup.com
(415) 651-7476
contact@positsecuritygroup.com

ManagedTEK.com  PositSecurityGroup.com
Set a secure passcode on your device

Setting a passcode on your mobile device is a good basic security step and an important part of protecting your data.

**How to set a passcode on your device:**

1. On iPhone X and later, or iPad with Face ID:
   Go to Settings, then tap “Face ID & Passcode”.

2. On earlier iPhone models:
   Go to Settings, then tap “Touch ID & Passcode”.

3. On devices without Touch ID:
   Go to Settings, then tap “Passcode”.

4. Tap “Turn Passcode On”.

5. Enter a six-digit passcode.
   Or tap “Passcode Options” to switch to a four-digit numeric code, a custom numeric code, or a custom alphanumeric code.

6. Enter your passcode again to confirm and activate the change.

**NOTE:** THE CYBER SECURITY PART 2 LUNCH ‘N LEARN SESSION IN THE CITY 1ST APP INCLUDES A DETAILED SECTION ABOUT SECURE PASSWORDS.

Click here to see a VIDEO on a Secure Password
Turn on two-factor authentication for your Apple ID

Two-factor authentication is an extra layer of security for your Apple ID designed to ensure that you're the only person who can access your account, even if someone else knows your password.

Turn on two-factor authentication in Settings

1. For new iOS systems:
   a. Tap “Settings”
   b. Tap your name at the top
   c. Tap “Password & Security”
   d. Tap “Turn On Two-Factor Authentication”
   e. Tap “Continue”

2. If you're using iOS 10.2 or earlier:
   a. Tap “Settings:
   b. Tap “iCloud”
   c. Tap your “Apple ID”
   d. Tap “Password & Security”
   e. Tap “Turn On Two-Factor Authentication”
   f. Tap “Continue”

Enter and verify your trusted phone number

- Once you enter the phone number where you want to receive verification codes, you can choose to receive the codes by text message or automated phone call.
- Tap “Next” and Apple sends a verification code that you can enter to verify your phone number and activate on two-factor authentication.

Click here for more INFORMATION about how two-factor authentication works

Click here for INFORMATION about the ability of two-factor authentication
If you receive an unexpected notification from an unknown device it’s important to decline the notification and change your Apple ID password.

**To change your Apple ID on your iPad or iPhone:**
1. Tap “Settings”  
2. Tap your name at the top of the screen  
3. Tap “Password & Security”  
4. Tap "Change Password”  
5. Enter the passcode to your device  
6. Follow the onscreen steps to update your password

**To change your Apple ID on your MacBook:**
1. Open System Preferences  
2. Click “Security & Privacy”  
3. Click “Apple ID”  
4. Click “Password & Security”  
5. Click “Forgot Apple ID or password” and follow the onscreen instructions

**To change your Apple ID on the Web:**
1. Go to your Apple ID account page and click "Forgot Apple ID or password"  
2. Enter your Apple ID  
3. Click the reset your password option, then choose “Continue”.  
4. Choose how to reset your password:
   ○ If you have an account with security questions set up, you can Click "Answer security questions" and follow the rest of the steps.  
   ○ To get email instead, Click "Get an email." To reset your password, use the email that is sent to your primary or rescue email address.  
5. After you reset your password, you'll be asked to sign in again with your new password.
Manage who can see the location of your device

It’s good practice to review your location settings on your mobile devices, MacBook and any applications.

**Share your location in Find My on iPhone & iPad**

1. Open the “Find My” app
2. Tap the “People” tab
3. Tap “Share My Location” or “Start Sharing Location”
4. Enter the name or phone number of the person you want to share your location with.
5. Tap “Send”
6. Choose to share your location for “One Hour”, “Until End of Day” or “Share Indefinitely”
7. Tap “OK”

When you share your location with someone, they have the option to share their location back.
Manage who can see the location of your device (cont’d)

Share your location in Find My on Mac

TO TURN ON SHARE LOCATION

1. In the “Find My” app on your Mac, click “People”
2. Click “Me” in the People list
3. Then click the “Info” button on the map
4. Turn on “Share My Location” (if it’s not already on)
5. To allow location sharing requests, turn on “Allow Friend Requests” (if it’s not already on).

If you turn off “Allow Friend Requests”, you only receive location sharing requests from those who are sharing their location with you.

SHARE YOUR LOCATION

1. In the “Find My” app on your Mac, click “People”
2. To see your current location, click the “Current Location” button in the lower-right corner of the map.
3. Click “Share My Location” at the bottom of the People list.
4. Type a name, an email address, or a phone number in the “To” field.
   As you type, Find My suggests matching addresses from your Contacts app or from people you’ve previously shared your location with.
5. You can also click the “Add” button to the right of the “To” field to see all your contacts.
6. Click a contact in the list, then click the email address or phone number.
7. Click “Send”
8. Then choose how long you want to share your location.
Before you sell, give away, or trade in your device, you should first transfer information to your new device, then remove your personal information from your old device.

You shouldn't manually delete your contacts, calendars, reminders, documents, photos, or any other iCloud information while you're signed in to iCloud with your Apple ID. This would delete your content from the iCloud servers and any of your devices signed in to iCloud.

### Remove your personal information from your old device

1. If you paired an Apple Watch with your iPhone, **unpair your Apple Watch**.
2. **Back up your device**.
3. **Sign out of iCloud and the iTunes & App Store**.
   - If you're using iOS 10.3 or later, tap Settings > [your name]. Scroll down and tap Sign Out. Enter your Apple ID password and tap Turn Off.
4. Go back to Settings and tap General > Reset > Erase All Content and Settings. If you turned on Find My [device], you might need to enter your Apple ID and password. Forgot your **Apple ID** or your **Apple ID password**?
5. If asked for your device passcode or Restrictions passcode, enter it. Then tap Erase [device].
6. If you're switching to a non-Apple phone, **deregister iMessage**.
7. Contact your carrier for help transferring service to a new owner. If you aren't using a SIM card with your device, you can contact them to get help transferring service to the new owner.
8. **Remove your old device from your list of trusted devices**.