Ten-minute account check

The short version: Your email can reset the passwords for your other accounts. So check it first. This sheet is a quick check of one account, your main email. It does not finish every fix. Bigger fixes are listed at the bottom for later.

Tick each box only when it is true. Do not write any password, code, PIN or answer on this sheet.

Check your main email (about 10 minutes)

- ☐ My email has a strong password that I use for nothing else, or a passkey. (A passkey lets you sign in with your fingerprint, face or screen lock instead of a password.)
- ☐ I use a passkey, or a second sign-in step is turned on for my email. (A second step is like a second lock. Choose a passkey or an authenticator app if your email offers one. Use a text message code only when nothing else is offered.)
- ☐ My recovery phone number and recovery email are current, and they are mine. (These help you sign in again if you lose your phone or forget your password.)
- ☐ If I already set up recovery codes, I know where they are kept, somewhere safe that is not my phone. (Never write them on this sheet. Never share them with anyone.)

Check only the recovery options your email provider offers, and recovery codes you already set up. If an option is not offered, leave it unticked. That does not mean something is wrong.

To find these settings, go to your email provider yourself: type its web address, use a bookmark you saved, or open its official app. Do not follow a link in an email or text. If you ever get locked out, use only the provider's own account recovery steps.

Later fixes (not part of today's ten minutes)

These take longer. You do not have to do them all at once. Work on one fix at a time.

- ☐ Set up a password manager. It makes and remembers a different strong password for each account. Your phone or browser may already have one built in.
- ☐ Change the password on one other important account, such as my bank.
- ☐ Turn on a second step, where offered and not already enabled, for my bank and money apps, my Apple, Google or Microsoft account, and my social media accounts.
- ☐ Check the recovery phone and email on my other important accounts, where the provider offers them.

This will not make you "safe" forever. It makes your accounts harder to take over.

Checked: 8 Nov 2026