

## Secure your Mac laptop and Apple ID account

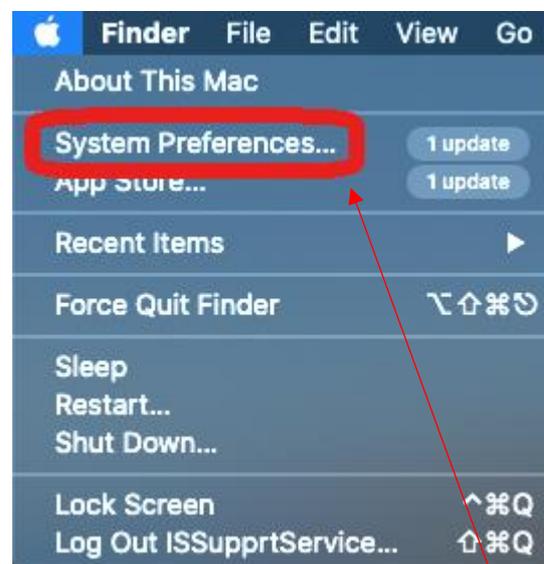
These steps will protect your device and account from unwanted access and gathering of your personal data. Different versions of Mac may vary in layout but the process will remain the same.

Please only take these steps if it is safe to do so.

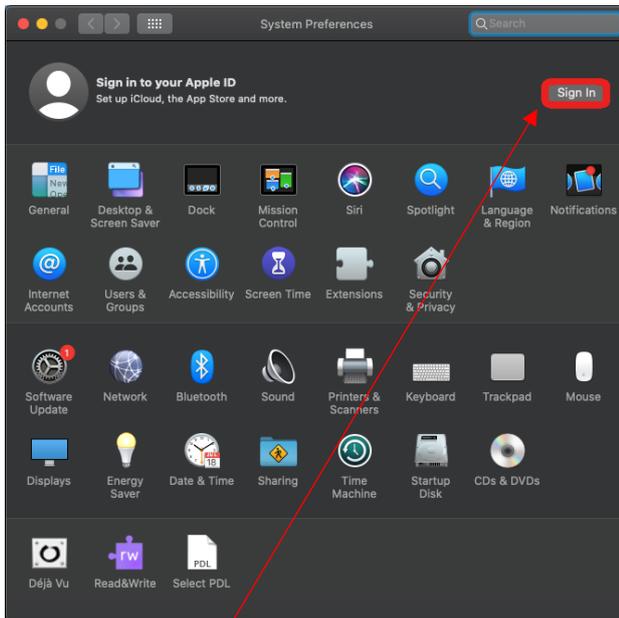
### Sign in with your Apple ID



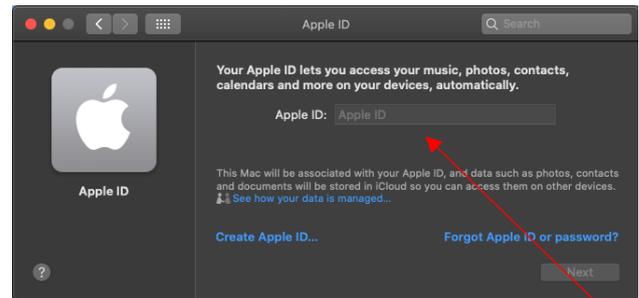
1. On the Finder menu, click on the Apple icon.



2. In the drop-down menu, click on System Preferences...



3. Click on Sign In.



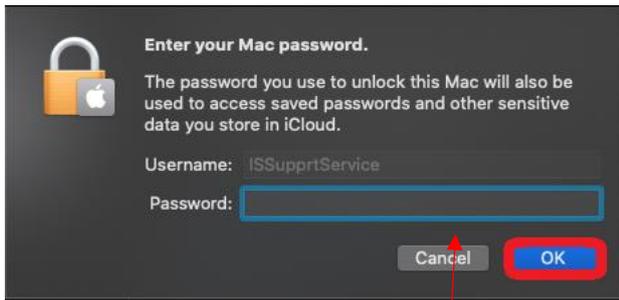
4. In the Apple ID window that appears, enter your Apple ID email address.



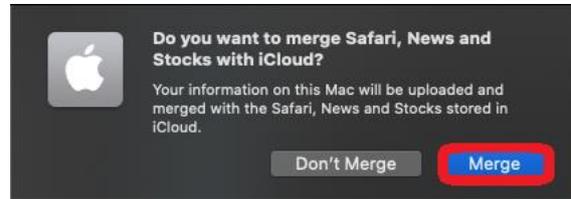
5. Enter your password, then click on Next.



6. Enter the verification code you receive, then click on Continue.

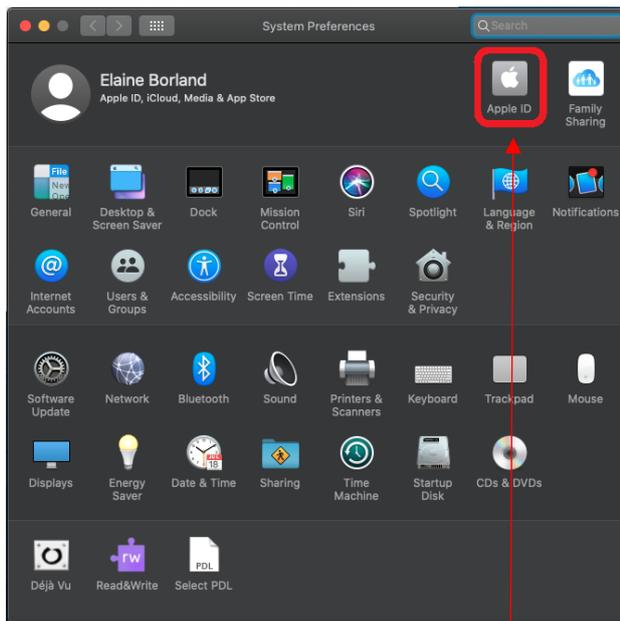


7. You may be asked to enter your macbook password. Enter your details, then click on OK.

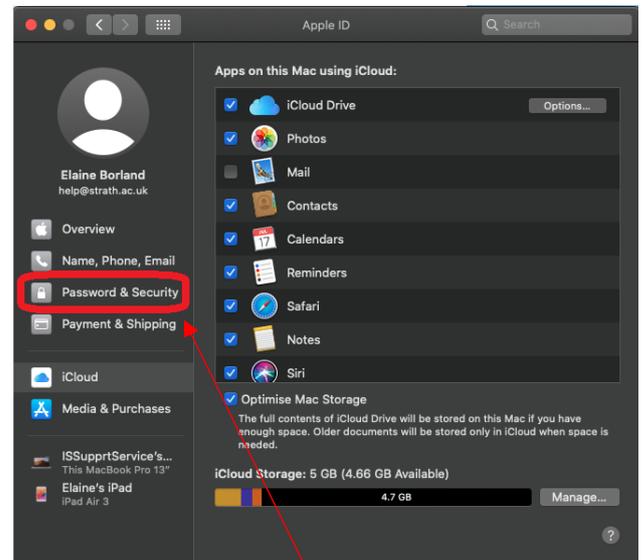


8. In the pop-up box, select your preference.

## Ensure your Apple ID password is secure



9. In System Preferences, click on Apple ID.



10. Click on Password & Security.

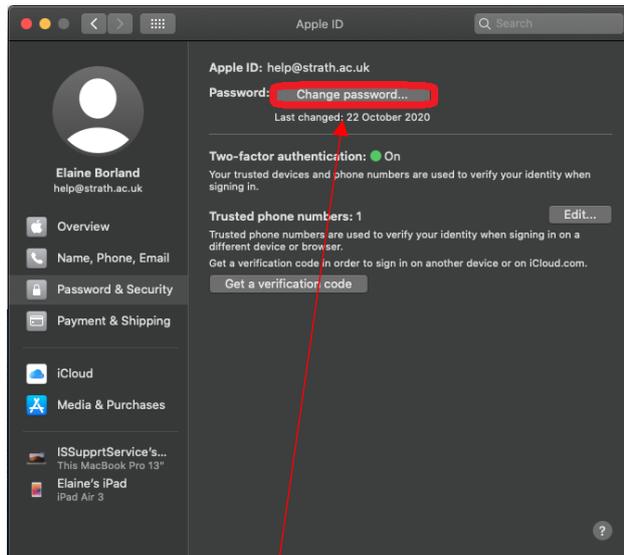
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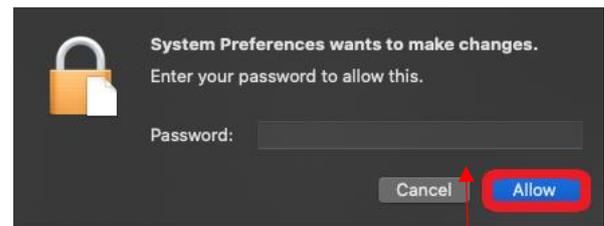
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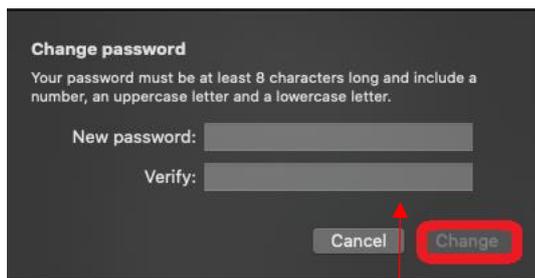
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11. Click on Change password....



12. In the pop-up box, enter your macbook password, then click on Allow.

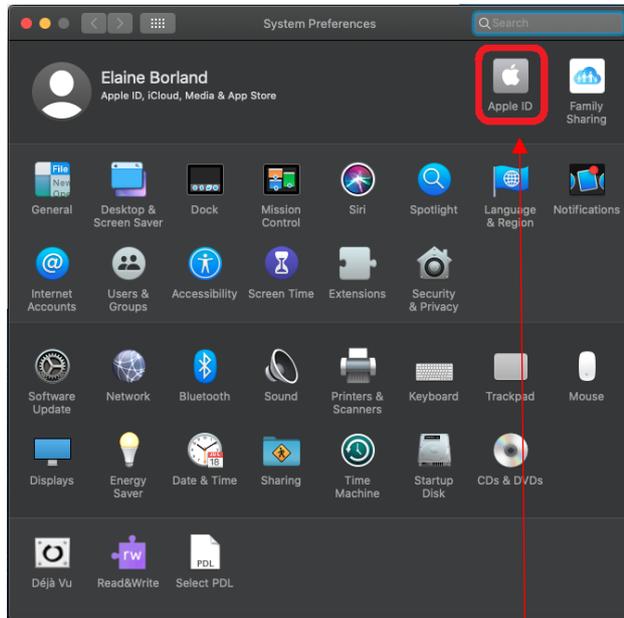


13. Where it says New password, enter a secure password.

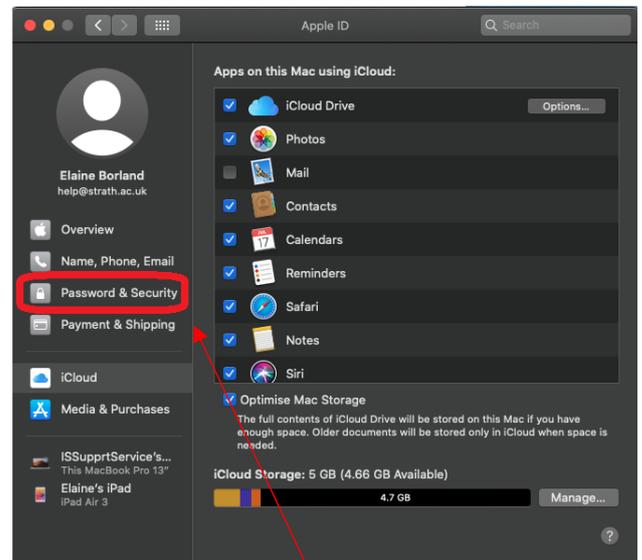
Where it says Verify, enter the secure password again.

Click on Change.

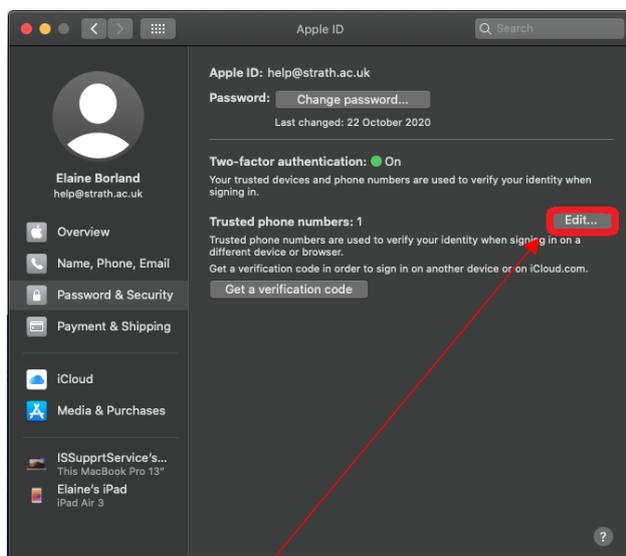
## Check and remove trusted phone numbers



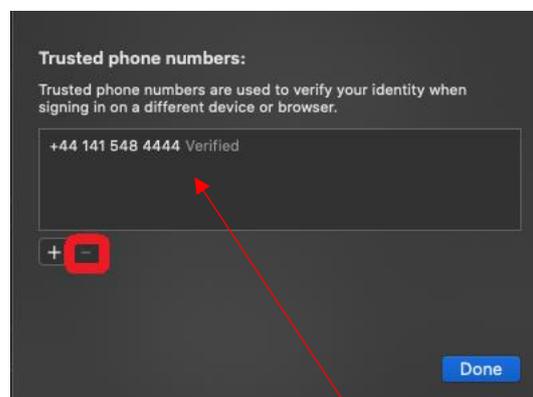
14. In System Preferences, click on Apple ID.



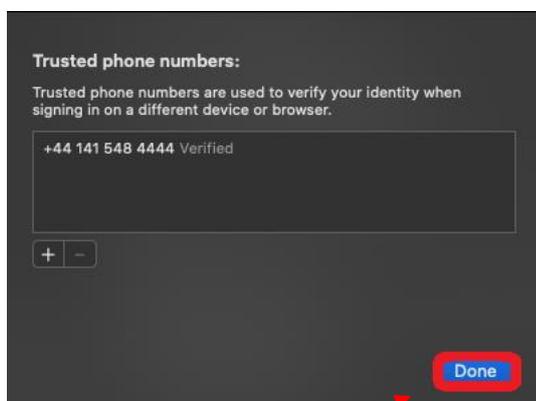
15. Click on Password & Security.



16. Click on Edit....

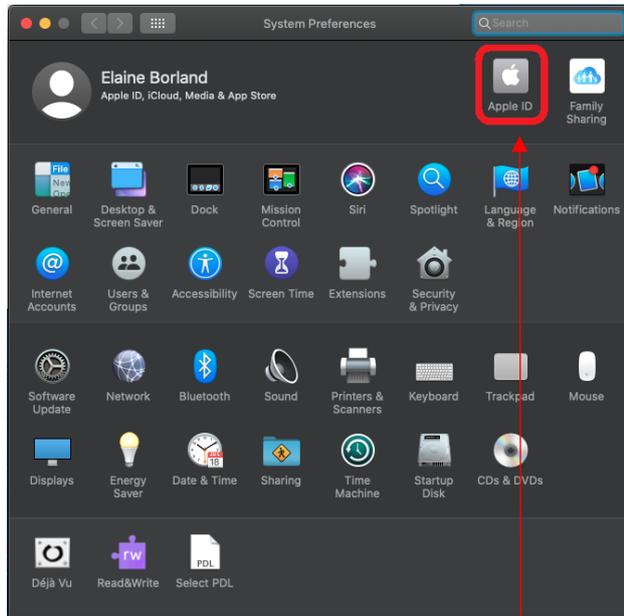


17. In the pop-up window that appears, check that all the phone numbers listed there are ones you want. If you want to remove any, select the phone number you want to remove, then click on the Remove icon.

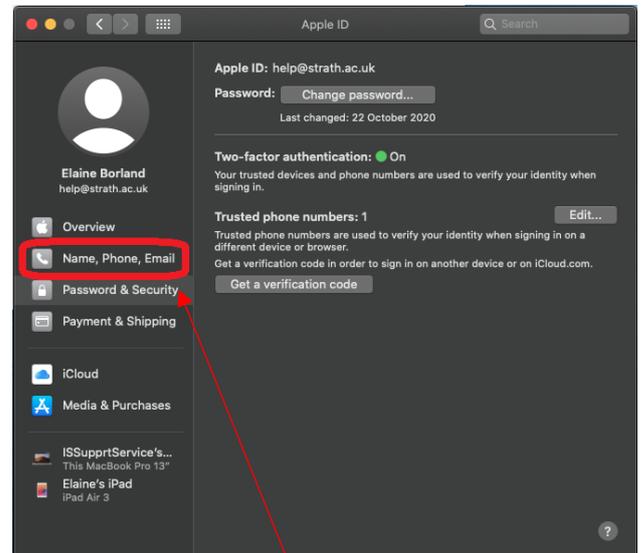


18. Click on Done.

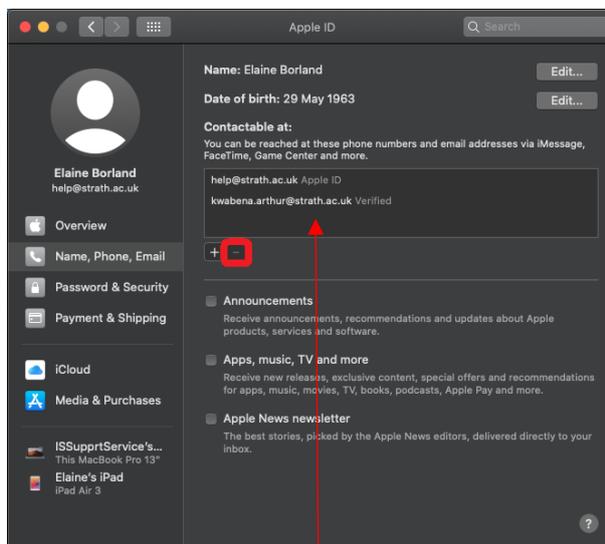
## Check and remove contact details



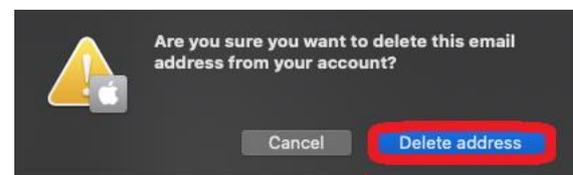
19. In System Preferences, click on Apple ID.



20. Click on Name, Phone, Email.



21. Check that your contact details listed there are what you want. If you want to remove anything, select the email address you want to remove, then click on the Remove icon.



22. In the pop-up box that appears, click on Delete address.

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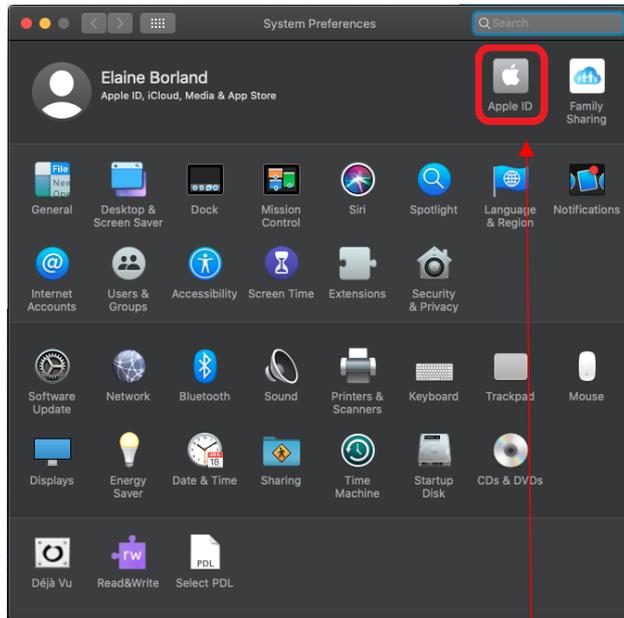
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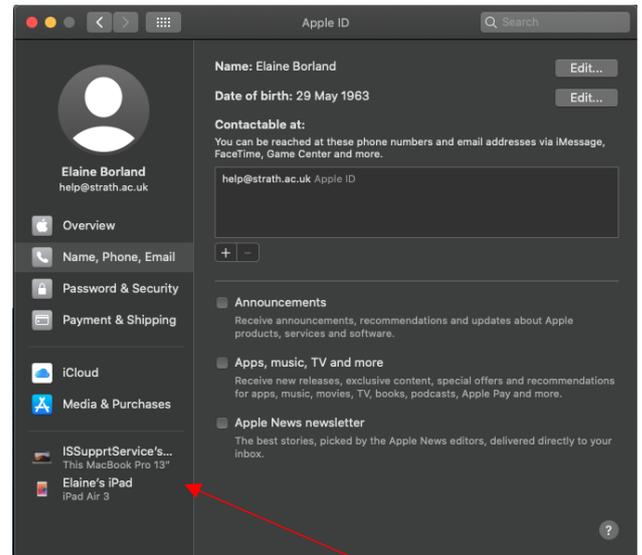
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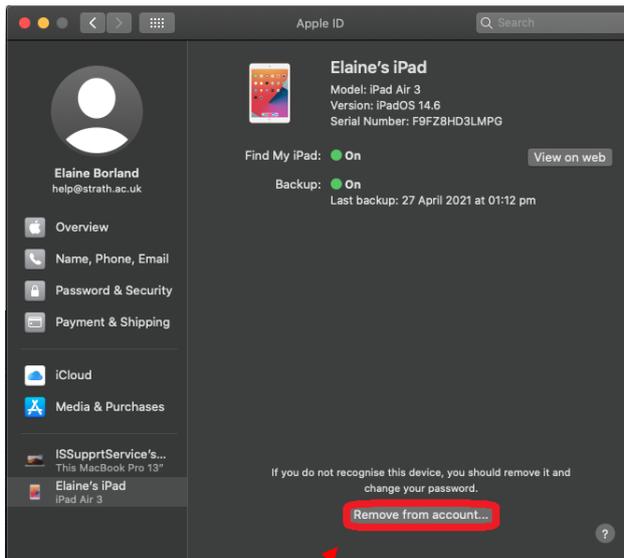
## Check and remove shared devices



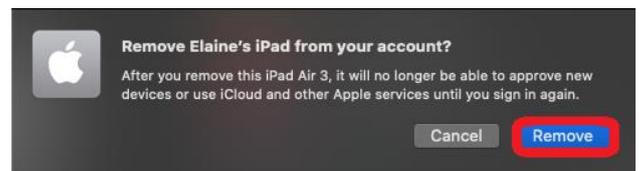
22. In System Preferences, click on Apple ID.



23. At the bottom you will see listed any shared devices synced to your own. Check if you recognise every device. If there are any you do not want, or no longer use, select them.

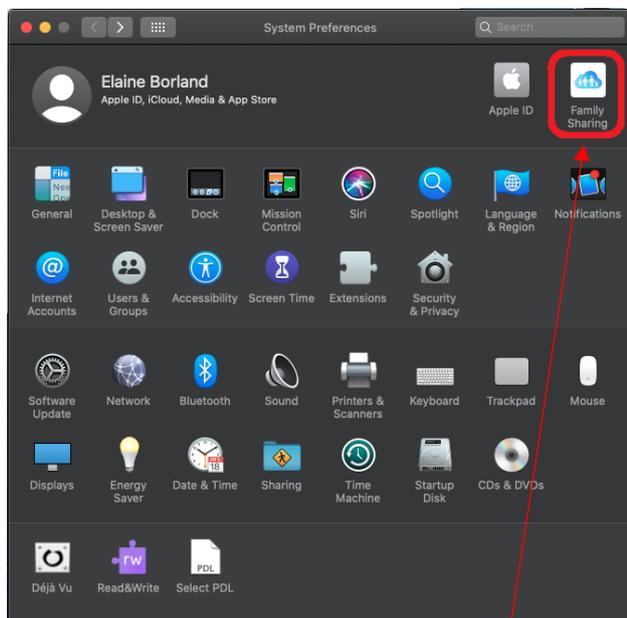


24. Click on Remove from account....

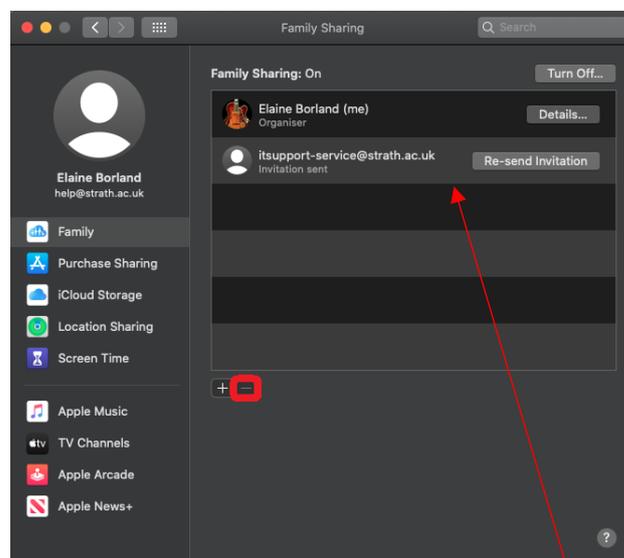


25. In the pop-up box that appears, click on Remove.

## Check Family Sharing and choose who you share with



22. In System Preferences, click on Family Sharing.



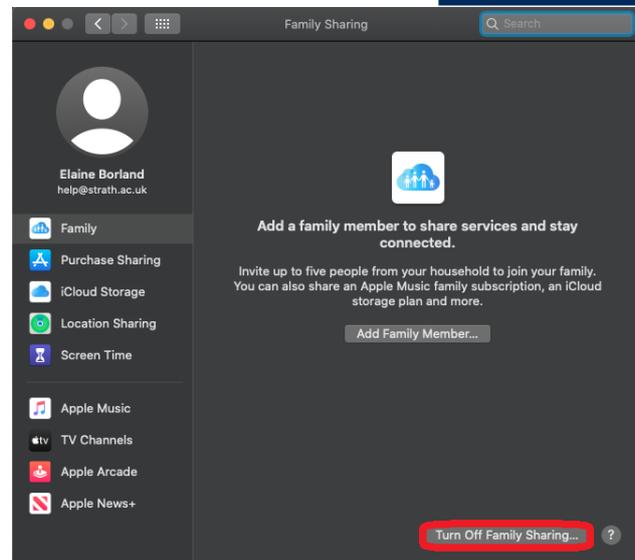
23. Check you want everyone listed to be there.

If you want to remove an account, you can do so, but the process is slightly different if you are the family organiser or not.

If you are the family organiser, select the account you want to remove, then click on the Remove icon.

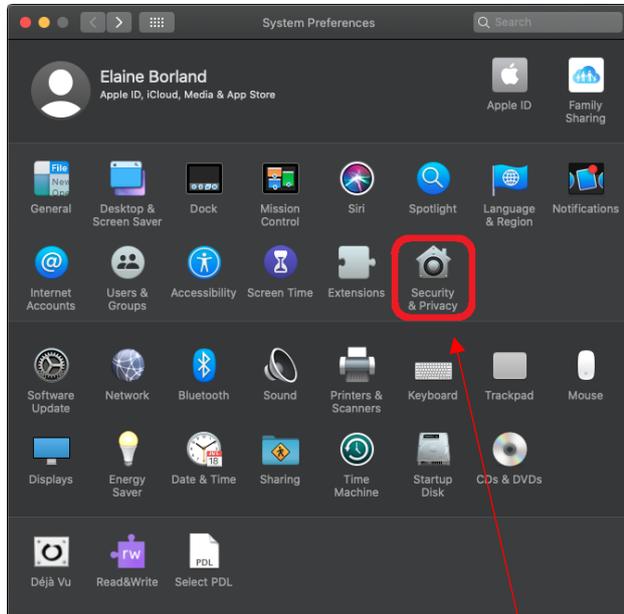


24. In the pop-up box that appears, click on Remove.

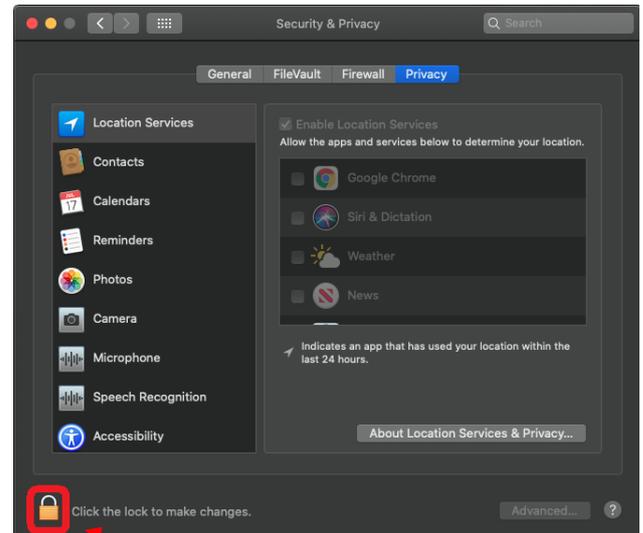


25. Alternatively, if you want to remove all accounts and stop sharing with anyone, click on Turn Off Family Sharing....

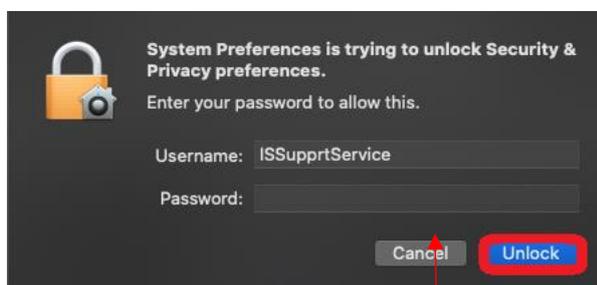
## Turn off Location Services



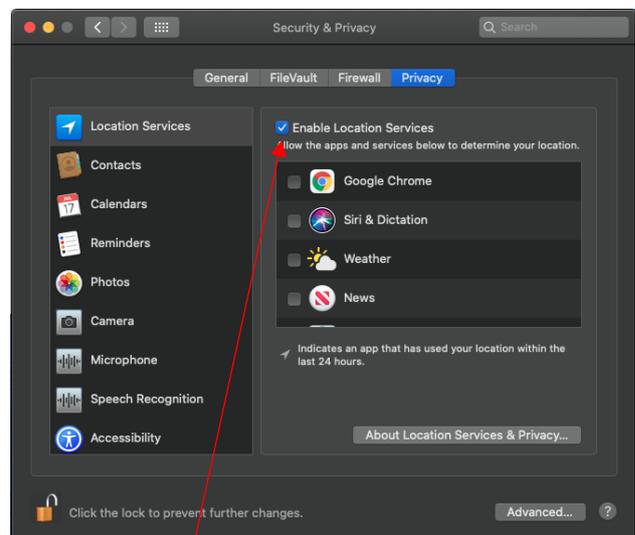
38. In System Preferences, click on Security & Privacy.



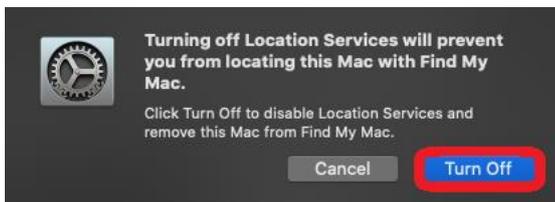
39. Click on the Lock icon.



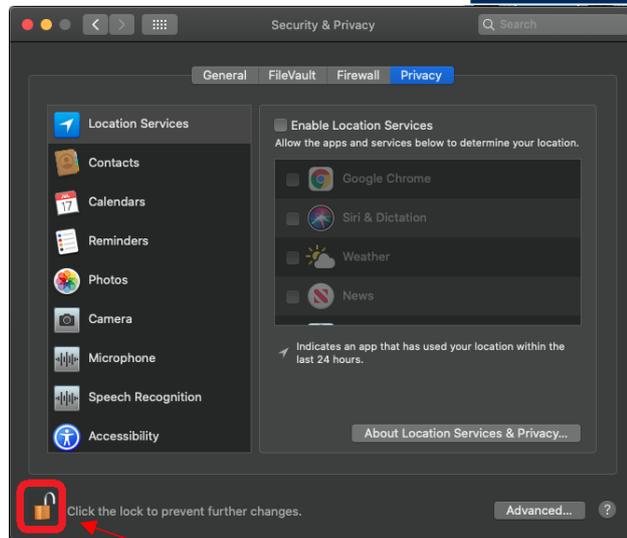
40. You may be asked to enter your macbook password. Enter your details, then click on Unlock.



41. Untick the box next to Enable Location Services.

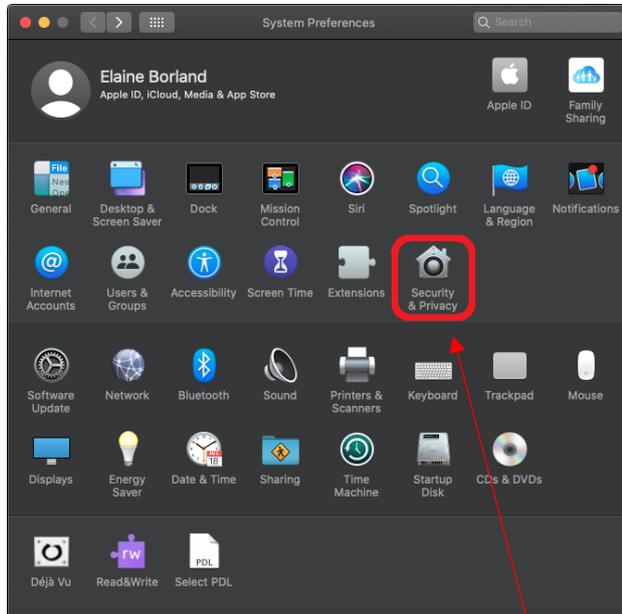


42. In the pop-up box that appears, click on Turn Off.

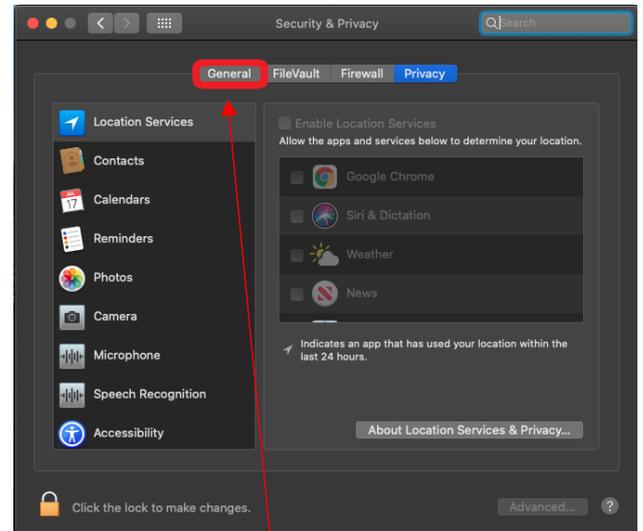


43. Click on the Lock icon.

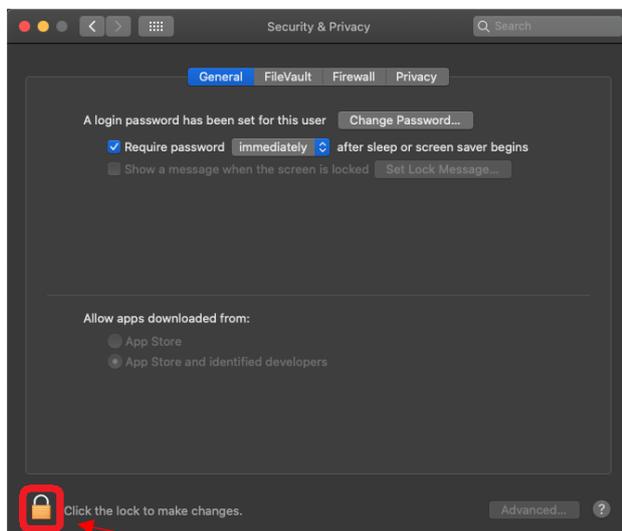
## Download only from trusted sources



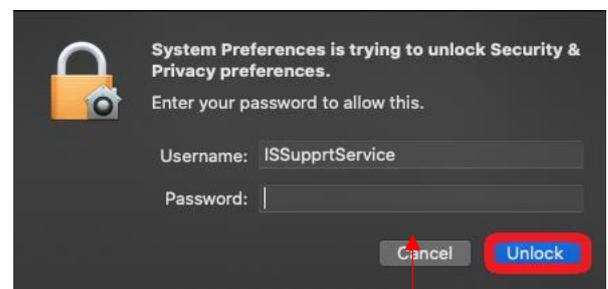
44. In Systems Preferences, click on Security & Privacy.



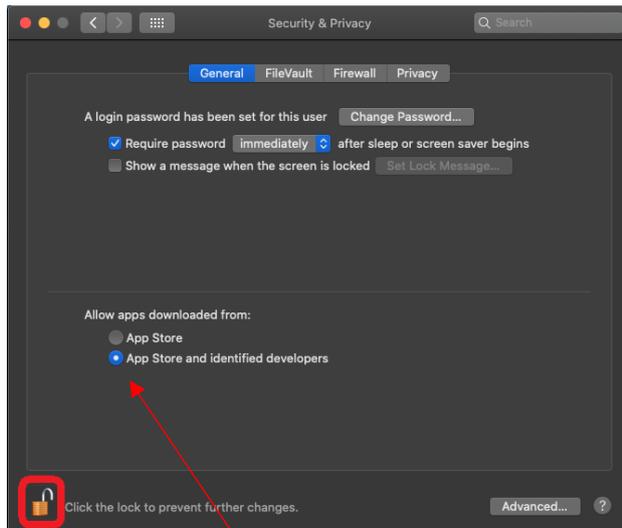
45. Click on the General tab.



46. Click on the Lock icon.

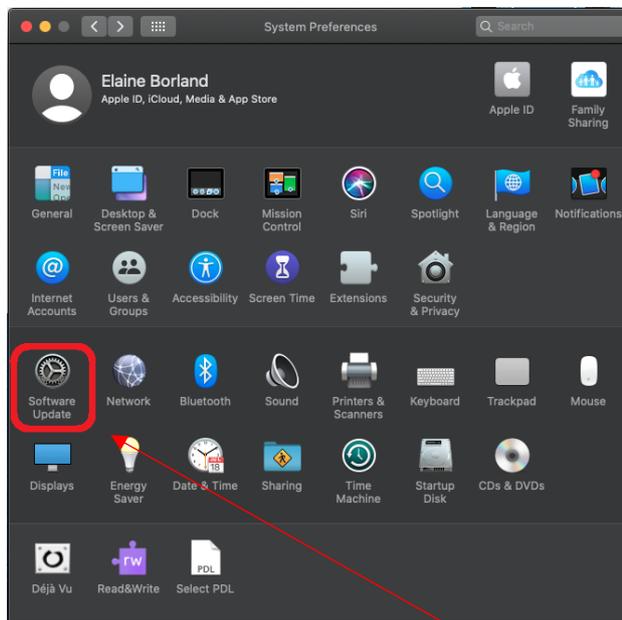


47. You may be asked to enter your macbook password. Enter your details, then click on Unlock.



48. Select App Store and identified developers, then click on the Lock icon.

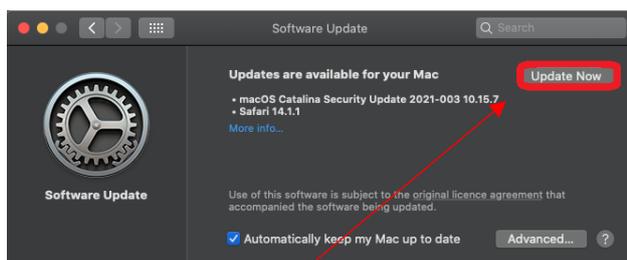
## Turn on automatic software updates



42. In System Preferences, click on Software Update.



43. Tick the box next to Automatically keep my Mac up to date.



44. Click on Update Now.

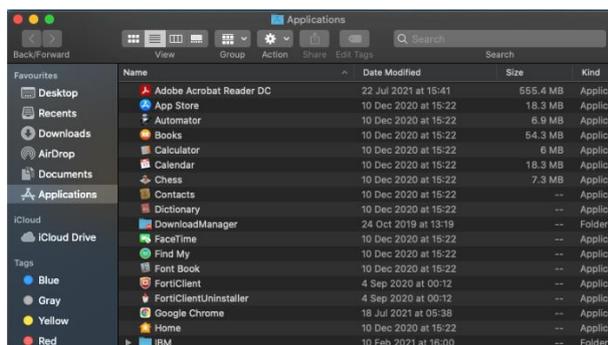
## Check and remove apps



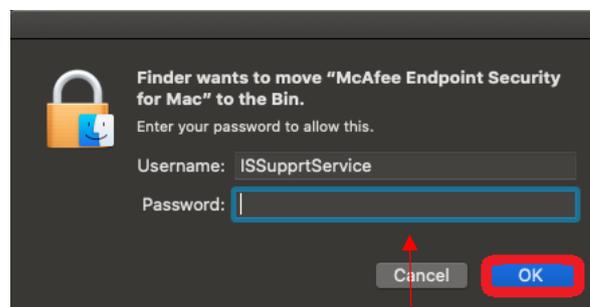
45. On the Finder menu, click on Go.



46. In the drop-down menu, click on Applications.



47. Check there are no apps there that you do not recognise, want, and use. If you do see any, select it and drag it to the Recycle Bin.



48. You may be asked to enter your macbook password. Enter your details, then click on OK.

Was this information helpful?

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