

Borrowed from Microsoft Recommendation

Protecting your passwords

To ensure security, passwords must be used carefully. These recommendations will help protect your passwords:

- Never write down your password.
- Never share your password with anyone.
- Never use your network logon password for another purpose.
- Use different passwords for your network logon and the Administrator account on your computer.
- Change your network password every 60 to 90 days or as often as required in your specific environment.
- Change your password immediately if you think it has been compromised.

You should also be careful about where you save your password on your computer. Some dialog boxes, such as those for remote access and other telephone connections, present an option to save or remember your password. Do **NOT** select that option.