Password and security guidance

for local and area Quaker meetings

To help keep your information safe and prevent unauthorised access, the IT team at Quakers in Britain (QIB) recommends these straightforward but effective password and security practices, based on what we use.

1. Use Strong Passwords

Create passwords that are **at least 12 characters long**, using a mix of, where possible:

- **Uppercase letters** (A–Z)
- **Lowercase letters** (a–z)
- **Numbers** (0–9)
- **Symbols** (e.g. ! @ # $ %)

Avoid using personal names, common words, or predictable patterns (like **Quaker123** or **Password1** or **Quaker1652**).

Tip: Use a *passphrase*—a series of unrelated words—such as:

- Sunshine!River2Quiet

2. Enable Multi-Factor Authentication (MFA) optional but strongly recommended

MFA adds an extra layer of security. Even if your password is compromised, no one can log in without a second verification step.

Most services—such as Microsoft 365, Google, and Zoom—support MFA.
Use an app like **Microsoft Authenticator** or **Google Authenticator** or choose to receive a code by text message.

Different MFS solutions work differently and there are many variations so we haven't gone into a lot of detail here.

3. Avoid Sharing Passwords

Whenever possible, everyone should have their own login.

If you must share an account, use a **secure password manager** or agree on a safe way to share credentials.

Never send passwords by email or text.

4. Be Cautious with Emails

Watch out for phishing attempts:

- Don't click links or open attachments from unknown senders.
- If an email seems odd, even if it's from someone you know, verify it through another method before responding.

5. Make the Most of Microsoft 365

Quaker meetings can often get **Microsoft 365 for free or at a discount** as a non-profit.
This includes secure email, cloud storage, and Office apps, with built-in protections like MFA and suspicious activity alerts.

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Britain Yearly Meeting of the Religious Society of Friends (Quakers) | Registered charity number 1127633

6. Store Passwords Safely

Use a **trusted password manager** (such as Bitwarden, 1Password, or LastPass) to store your passwords securely.

This allows you to use strong, unique passwords without needing to remember them all.

Avoid writing passwords on paper or saving them in plain documents on your computer.

IT Team at Quakers in Britain