



# Protect Yourself from Online Scams

Learn how to keep yourself and your information safe online

## Create a Google Doc

1. **Sign into your Google Account.** Or create a new account by visiting [accounts.google.com](https://accounts.google.com).
2. Open the **Apps Menu**, click on **Google Docs**.
3. Under **Start a New Document**, select **Blank Doc**.

**Add a title** to your new Doc.

## Know the Signs of Scams

1. **Urgency:** Gets you to respond quickly, and/or encourages you to act on emotion.
2. **Links or attachments:** Can upload harmful material onto your device, or be used to retrieve your information.
3. **Requests for personal info:** Personal info can be used to impersonate you or access your accounts.
4. **Threatening tone:** Can scare people into giving up money or information.
5. **Too good to be true:** Opportunities that seem too good to be true, usually are.
6. **Request for payment:** Do not send money online unless you have confirmed who will receive it. Also never share credit card or other payment info over email.
7. **Typos:** Spelling and design mistakes can indicate that an email, website, or social media post was made by a scammer.



## Search Google to Verify

Search on [google.com](https://www.google.com) to find more information about a job or housing opportunity, or person you meet online.

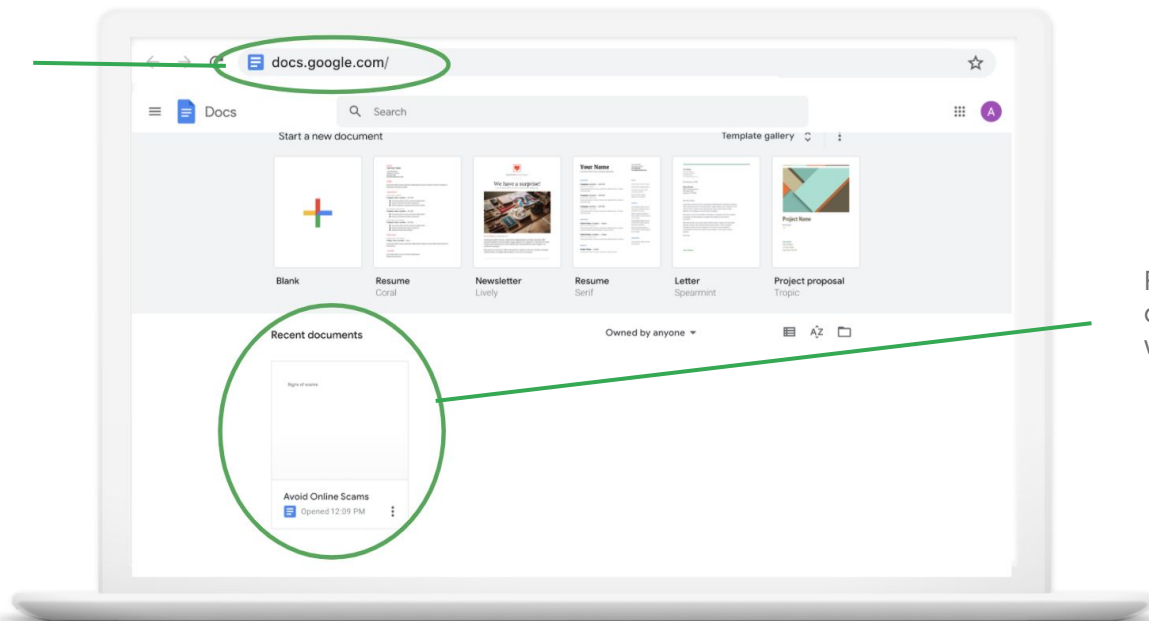
1. Type [www.google.com](https://www.google.com) into your web browser navigation bar and press **Enter** or **Return**.
2. Type your search words into the search bar.
3. On your keyboard, press **Enter** or **Return**.

## Re-Open Your Google Doc

Your Google Doc will save any changes you make automatically, and you can access it anytime.

1. Sign in to your Google account if necessary.
2. Type [docs.google.com](https://docs.google.com) into your web browser navigation bar and press **Enter** or **Return**.
3. **Search** for your document and **Click** on it to open.

Type into web browser navigation bar



Find and click document you want to open

## Additional Resources

**Applied Digital Skills**  
[g.co/applieddigitalskills](https://g.co/applieddigitalskills)

Want to learn more about staying safe online? Check out our free video lessons, “[Avoid Online Scams](#)” and “[Create and Safeguard Passwords](#).”