Password Tips Email Template

Our Service Desk receives a ton of questions about what makes a good password. We suggest sending your users the following e-mail as a resource to help educate your company on password principles:

Dear team,

The easiest way to protect yourself, and [COMPANY NAME], from cyber threats is by having a strong password. It's simple – the longer and more complex your password, the more difficult it is to crack. Shorter and simpler passwords take less time and resources for hackers to compromise.

Traits of a Bad Password

Hackers have created databases of the most common words, phrases, and number combinations that they can run your password through to find a match. The following are some common password themes that you should avoid:

- *Birthdays;*
- *Names;*
- *Sports teams;*
- *[COMPANY] information; and*
- *Simple obfuscation of a common word ("P@$$w0rd").*

What Makes a Good Password?

*To start, your password should be **at least [INSERT COMPANY PROTOCOL]** characters long, with at least one capital letter, one number, and one special character ("@", or "%", etc.). As an added layer of security, change your passwords on a regular basis to ensure that you stay ahead of the hackers. And, whenever possible, you should use multi-factor authentication to add an extra layer of security. Remember, the best passwords contain as much randomness as possible – using unlikely combinations and random characters is a great strategy. Be creative!*

Bad: *Fuzzydog82*

Better*: %FuZZyD0G#8254!*

Best*: myFuzzyDog-eats4bones!Aday-BIG$*

It's important to remember that you should not use the same password for multiple accounts – no matter how strong it is – because if one account gets compromised, then they're all compromised. Thanks again for helping to keep our network, and our people, safe from these cyber threats.

Please let us know if you have any questions.

Regards,

[NAME]