Your first steps in digital confidence

A practical checklist for getting organised and staying safer online.

01 Start with one useful task

Choose something you want to do, such as writing a document, sending an email or searching for learning opportunities. Practise that task in small steps.

02 Keep your work organised

Give files clear names. Create folders for different activities and keep a backup of important work.

03 Protect your accounts

Use a different, long password for each account. Where available, turn on multi-factor authentication. Keep recovery details up to date and never share one-time codes.

04 Ask before you click

Be cautious of unexpected messages asking for personal information or urgent payments. Visit the organisation’s official website using an address you know.

05 Keep learning

Write down what you have learnt, what you want to try next and where you can ask for help.

Keep learning. Explore our programmes and resource library, or get in touch with the Innovate Learn Africa team.