



Getting Started With AI Safely

Use AI tools as helpful assistants while keeping your judgment, privacy, and important decisions in your hands.

Before You Start

Keep your device charged · Use your usual Wi-Fi · Stay signed in to your own account

- 1 Start with one everyday task, such as organizing a list, explaining a device setting, or drafting a non-sensitive note. Ask the tool to use plain language and review every result.
- 2 Do not paste passwords, verification codes, bank details, medical records, private client information, or confidential work documents into a public AI service.
- 3 Check important facts using the original source. AI can sound confident while being incomplete or wrong, especially about health, money, law, security, or current events.
- 4 Review account settings, sharing options, and subscription terms before connecting a service to email, files, calendars, or other accounts.
- 5 Keep a human in charge. Use AI to assist your work, then decide what to send, publish, buy, or change yourself. Ask for help if a tool requests unusual access or makes you uncomfortable.

Official Resources: NIST — AI Risk Management Framework

When to Ask for Help: Before sharing private information, connecting another account, or relying on an important answer.

Questions You Can Ask: What information is safe to share? · How can I check this answer? · What access does this tool need?

NOTES TO KEEP NEARBY
