

Digital Legacy Planning Help Sheet

Information & common tools for digital legacy management

Fiduciary Access to Digital Assets Act, Revised (2015)

www.uniformlaws.org/

Description

A fiduciary is a person appointed to manage the property of another person, subject to strict duties to act in the other person's best interest. Common types of fiduciaries include executors of a decedent's estate, trustees, conservators, and agents under a power of attorney. This act extends the traditional power of a fiduciary to manage tangible property to include management of a person's digital assets. **The act allows fiduciaries to manage digital property like computer files, web domains, and virtual currency, but restricts a fiduciary's access to electronic communications such as email, text messages, and social media accounts unless the original user consented in a will, trust, power of attorney, or other record.**

Google Inactive Account Manager

- Login to your google account and search for "Google inactive account manager"
- Click on the "Setup" button, shown in the image below.

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google.com

12%

« Personal info & privacy Inactive Account Manager

What should happen to your photos, emails and documents when you stop using your account? Google puts you in control.

You might want your data to be shared with a trusted friend or family member, or, you might want your account to be deleted entirely. There are many situations that might prevent you from accessing or using your Google account. Whatever the reason, we give you the option of deciding what happens to your data.

Using Inactive Account Manager, you can decide if and when your account is treated as inactive, what happens with your data and who is notified.

[Setup](#)

Timeout period
You set a timeout period, after which your account can be treated as inactive. The timeout period starts with your last sign-in to your Google account.

Alert me
Inactive Account Manager will alert you via text message and optionally email before the timeout period ends.

Notify contacts and share data
Add trusted contacts who should be made aware that you are no longer using your account. You can also share data with them if you like.

Optionally delete account
If you wish, instruct Google to delete your account on your behalf.




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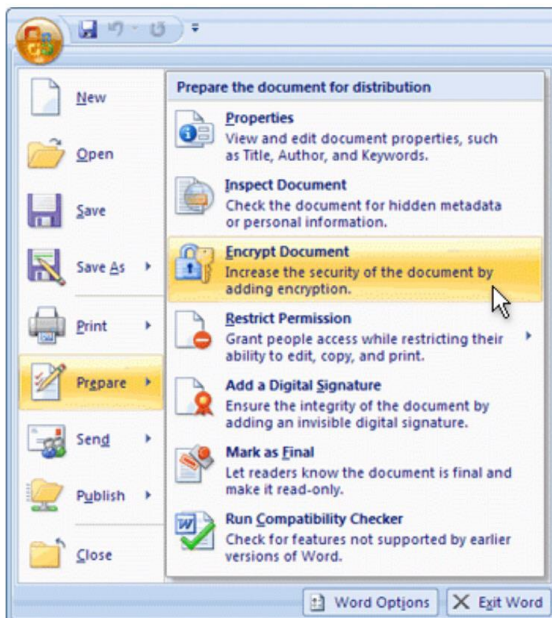
Password-Encrypting Microsoft Files

Directions from Microsoft support

Set a password in a Word document

To encrypt your file and set a password to open it:

1. Click the Microsoft Office Button , point to Prepare, and then click Encrypt Document.



2. In the Encrypt Document dialog box, in the Password box, type a password, and then click OK.

CAUTION: Keep your password in a safe place. If you lose or forget the password, it can't be recovered.

You can type up to 255 characters. By default, this feature uses AES 128-bit advanced encryption. Encryption is a standard method used to help make your file more secure.

3. In the Confirm Password dialog box, in the Reenter password box, type the password again, and then click OK.
4. To save the password, save the file.

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Remove password protection from a Word document



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Creating a Legacy Contact in Facebook

Directions from Facebook help

iPad


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How do I add, change or remove my legacy contact?

You can add, change or remove your legacy contact in your account's [Security Settings](#) at any time.

To add a legacy contact:

1. Click  in the top right of Facebook and select **Settings**
2. In the left menu, click **Security**
3. Click **Legacy Contact**
4. Type in a friend's name and click **Add**
5. To let your friend know they're now your legacy contact, click **Send**

To change or remove a legacy contact, follow steps 1–3 above, then click **Remove**. From there, you can add a new legacy contact if you'd like.

If your account is memorialized, your legacy contact will be notified. Learn more about [what a legacy contact can do](#).

Note: You must be 18 or older to select a legacy contact.

Last edited about 9 months ago

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