

Your Digital Legacy Workbook

Make sure your family can reach your photos, email and accounts when they need to — and nobody else can.

Name: _____ Date started: ____ / ____ / _____

Before you start

This workbook takes about two and a half hours, and you can do it in sittings. You will set up the free tools that Apple, Google and Facebook already provide, write down which accounts you have, and tell one trusted person where everything is.

Three promises this workbook keeps:

- **You never write a password in this workbook.** It lists *which* accounts you have, not how to get into them.
- **You do every step on your own devices, yourself.** No one else needs to sign in for you.
- **Nobody from CamCore will ever ask for your passwords or contact you first.** If someone does, it isn't us — hang up and call someone you trust.

You will need: your phone and/or computer; the email address and password for your Apple, Google and Facebook accounts; the name, email and mobile number of your legacy contact; about 2–3 hours.

Legal note: this workbook is not legal or financial advice. It works alongside your will and power of attorney; talk to your lawyer about those.

How to join your online session

Your session runs on **Microsoft Teams**. You do not need a Microsoft account or to install anything.

1. Open the booking email from CamCore Digital Legacy and click **Join the meeting**.
2. Choose **Continue on this browser** (on a computer), or install the free Teams app if your phone or tablet asks.
3. Type your first name and click **Join now**. You will wait in the lobby until Jayden lets you in.
4. No sound? Turn up your volume, or ring the phone number in the email and enter the conference ID.

Best set-up: join on a computer or iPad, and keep your phone free for the steps. A family member is welcome to sit with you or join from their own home using the same link.

We will never ask you to share your screen, read out a code, install a program that controls your device, or pay during the session. If anyone does, it isn't us — leave the call.

Step 1 — Choose your people (15 minutes)

Your **legacy contact** is the person who will look after your digital life. Most people choose a partner or an adult child. Choose a **backup** too, in case your first choice can't.

Legacy contact	Backup
Name	
Relationship	
Mobile	
Email	
I have told them (date)	
☐ I have spoken to my legacy contact and they have agreed. ☐ My legacy contact is not a business, a new acquaintance or anyone who contacted me first.	

Step 2 — List what you have (45 minutes)

Write down every account that matters. **Do not write passwords.** Tick what you want to happen to each one.

Account or service	Email or username used (no password)	Keep / Pass on / Close	Notes for my family
Phone (Apple or Android)			
Main email			
Other email			
Photos (iCloud, Google Photos)			
Facebook			
Instagram			
Banking app(s)			Contact the bank with the will
Superannuation			
myGov / Medicare			
Streaming and subscriptions			Cancel to stop charges
Utilities paid online			
Loyalty points / frequent flyer			
Domain names or websites			
Other			

Account or service	Email or username used (no password)	Keep / Pass on / Close	Notes for my family
Other			

Step 3 — Apple (iPhone, iPad, Mac) (10 minutes)

Apple's **Legacy Contact** lets the person you choose request your photos, messages, notes, files and backups after your death. They will need the **access key** you create now plus a death certificate. It does **not** give them your passwords, your iCloud Keychain, or music, films and books you bought.

You need: iOS 15.2 or later (or macOS Monterey 12.1 or later), and two-factor authentication turned on.

1. Open **Settings** and tap **your name** at the top.
 2. Tap **Sign-In & Security** (on older versions, **Password & Security**).
 3. Tap **Legacy Contact**, then **Add Legacy Contact**.
 4. Choose your legacy contact from Step 1 and follow the prompts.
 5. Choose **Print a copy** of the access key. Store it with your will.
- ☐ Apple Legacy Contact added: _____ Date: _____
- ☐ Access key printed and stored with my will.

Step 4 — Google (Gmail, Photos, Drive, YouTube) (10 minutes)

Google may delete accounts that have been inactive for two years. **Inactive Account Manager** instead sends the data you choose to up to 10 people after a waiting period you set.

1. On a computer, go to **myaccount.google.com** and sign in.
 2. Search for **Inactive Account Manager** (or open Data & privacy → Make a plan for your digital legacy).
 3. Choose how long Google should wait before acting (for example, 6 months).
 4. Add your legacy contact and choose what they receive (for example, Photos, Gmail, Drive).
 5. Choose whether Google should delete the account afterwards.
- ☐ Inactive Account Manager set. Waiting period: _____ Contact(s): _____

Step 5 — Facebook, Instagram and Microsoft (15 minutes)

Facebook: go to **Settings & privacy** → **Settings** → **Memorialisation settings**. Either choose a legacy contact, who can manage a memorial profile but can never log in or read your messages, or choose to have your account deleted after your death.

☐ Facebook: legacy contact _____ OR delete after death

Instagram: has no legacy contact. Your family can ask Instagram to memorialise or remove your profile with proof of death. Write your wish here:

☐ Instagram: memorialise / remove

Microsoft (Outlook, Hotmail, OneDrive): has no legacy tool. Families usually need a court order to get anything, and OneDrive files are deleted after about a year of inactivity. If you

keep important files there, also save them somewhere your family can reach (for example, shared Google Photos or a USB drive stored with your will).

☐ Important Microsoft files also saved in: _____

Step 6 — Passwords (30 minutes)

Your family may still need to get into some accounts — for example, to cancel subscriptions. Choose **one** of these:

Option A — a password manager with emergency access (recommended). Password managers such as Bitwarden (paid plans) let you nominate a trusted person who can request access; they get in only after a waiting period you choose, and you can refuse the request if you are still well.

☐ Password manager: _____ Emergency contact: _____
Waiting period: _____

Option B — a sealed master list. Handwrite the passwords that matter on a separate sheet, seal it in the envelope marked “With my will”, and give it to your lawyer or store it with the will. Update it when passwords change.

Never: email a password list, photograph it, keep it in your phone’s notes, or give it to anyone who contacted you offering help.

Step 7 — Tell and store (15 minutes)

- ☐ Give my legacy contact the **Where everything is** page (next page).
- ☐ Give my lawyer, or store with my will, a copy of this register and the Apple access key.
- ☐ Put a yearly review in my calendar. Review date: ____ / ____ / _____

Where everything is — for my family

Please keep this page. It does not contain any passwords.

My name: _____

My legacy contact is: _____

My will is kept: _____

My lawyer is: _____ Phone: _____

My Apple access key is stored: _____

Google will contact: _____

My password manager or sealed list: _____

My important photos are in: _____

Things I would like done: _____

When the time comes: Apple — go to digital-legacy.apple.com with the access key and a death certificate. Google — watch for the email from Google. Facebook — memorialisation is requested through Facebook's help centre. Be wary of anyone who contacts you offering to "recover" accounts for a fee.

Your yearly review

Year	New phone or computer?	Contacts still right?	Register updated?	Done (date)
20__				
20__				
20__				

CamCore Digital Legacy · Jayden Cameron, Frankston VIC · camcore.au/legacy · We will never ask for your passwords.