



4 STEPS TO WORK SECURE FROM HOME



1. YOU ARE THE BEST DEFENSE

Yes, you are the best defense. Hackers will try to manipulate you with promises of fast cash, urgent fake emails from friends and colleagues, fake invoices and tricky text messages. Slow down and read carefully any unexpected or odd emails and texts. Call your friend/colleague if you get an email with an attachment purporting to be from them that looks funky.

2. KEEP DEVICES UP TO DATE

All your devices need to be updated regularly including your printer. Plan to update your devices once a month. Most software vendors including Microsoft and Adobe release updates the 2nd Tuesday of the month. Patching your devices protects you from most of the Internet nastiness. Also patch add-ons like Zoom.



3. KEEP KIDS, FAMILY, FRIENDS AND PETS OFF YOUR WORK SYSTEMS

Work devices are not toys. Business information is confidential. Keep little helpers, friends and family off your devices.

4. SECURE PASSWORDS

Use a password manager like LastPass.com for all your passwords. Secure it with a really long complex password or passphrase. Don't reuse the same password for every account.



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