

Cyber Security in the Office and at Home

Basic Tips and Advice

1

Keep a Clean Machine

- Keep security software current.
- Automate software updates to defend against known risks.
- Protect all devices that connect to the Internet. Including smart-phones and gaming systems.
- USBs and other devices can be infected. Use security software on them.

2

Protect Your Personal Info

- Lock down your login using security keys or codes.
- Make your passwords into sentences at least 12 characters long.
- Use separate passwords for every account.
- Write all passwords down and keep them in a safe spot.

3

Connect with Care

- When in doubt throw out suspicious emails. Do not click on them.
- Don't let other share your wi-fi hotspots.
- Protect your Money when banking or shopping online. Only use security enabled sites.

4

Be Web Wise

- Stay up to date on latest security information.
- Think before you act. Don't click on anything that implore you to act immediately.
- Back up your work with an electronic copy and store it safely.

5

Be A Good Online Citizen

- What is safe for you online secures the safety of others.
- Post online about others as you would want them to post about you. The Golden Rule applies here.
- Help the authorities fight cyber crime. Report stolen identities or other crimes.

6

Own Your Online Presence

- Protect all personal information like it is money.
- Be aware of what's being shared. Set privacy settings on your devices.
- Share with care. Think before posting about yourself and others online.

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