

MONTHLY
TIP



5 Tips to Stay Secure Online in the Office or at Home

1. LOCK IT UP

No matter where you're working - in the office, on your couch, or at the local coffee shop, always keep your portable devices locked with a secure passcode.



2. TWO IS BETTER



Two-factor authentication is an important layer of defense beyond your password. It decreases your risk of falling victim to a compromise because criminals need access to not only your account password, but your token or smart phone as well to receive the PIN.

3. VPN FOR THE WIN

When conducting work outside of the office, ensure your safety by never using WiFi without using a VPN.



4. STAY SEPARATE

Never use a business asset such as a laptop, iPad, or phone for personal use. Be sure to keep things separate.

5. THINK!

If something looks suspicious, chances are it is! Never open or download attachments from unknown senders and always hover over a link before clicking to ensure you're being directed to the intended URL.

