

# REMOTE WORK GUIDE DO'S AND DON'TS

Working remotely has many benefits but also creates many cybersecurity risks. Here is a handy list of do's and don'ts to help you protect your company and sensitive information!

## DO

Read & acknowledge your company's Remote Work and Bring Your Own Device (BYOD) policies and procedure



## DON'T

Ignore the guidelines in your company's policies. Make the required changes if any

## DO

Avoid using your personal device for work and restrict the use of company-issued devices for personal use



## DON'T

Let family members or friends use your company-owned devices

## DO

Protect the data you are accessing by using a Virtual Private Network (VPN) to log into the company network



## DON'T

Use public Wi-Fi to access the company network without using a Virtual Private Network (VPN)

## DO

Use strong unique passwords on all your devices and accounts to prevent unauthorized access



## DON'T

Use your default Wi-Fi router password

## DO

Ensure all personal devices are secure with anti-virus and anti-malware software



## DON'T

Forget to update your router's firmware and ensure the software on all devices within your home network is kept up to date

## DO

Be extremely cautious of email phishing scams



## DON'T

Send electronic payments without following your company's policy for verifying payment requests

# REMOTE WORK GUIDE

## TIPS FOR SUCCESS



### ESTABLISH EXPECTATIONS

Know what your company is expecting of you and let your supervisor know if you have concerns or questions



### CREATE A PRODUCTIVE ENVIRONMENT

Have a dedicated space so you can separate your work from home



### GET IN A PROFESSIONAL MINDSET

Do what you normally do before work. Get a shower, get dressed, etc.



### TAKE BREAKS

Set timers to take breaks, take a lunch, go for a walk, etc. It's okay to temporarily turn off your work



### STICK TO A PLAN

Have start and finish times each day



### FOCUS

There are plenty of distractions when working from home. Find what helps you stay in the groove



### CONNECT WITH YOUR CO-WORKERS

Working remotely can make you feel isolated. Check-in with your co-workers throughout the day for some conversation



# REMOTE WORK GUIDE PHISHING TIPS

Phishing emails are a common attack vector used by cybercriminals. Working from home creates new opportunities for these scammers to try to trick you!

## BE WARY OF EMAILS THAT:



Are sent from a suspicious sender's address



Ask you to confirm personal information



Ask you for financial information



Include grammatical and spelling errors



Use threatening language or instill panic



Include a suspicious attachment



Request that you click a link



Ask you to change a password or confirm credentials

**LOOKING FOR MORE TIPS OR GUIDANCE ON HOW TO SAFELY WORK FROM HOME? CONTACT US!**