FIVE WAYS TO BE CYBER SECURE AT WORK

Businesses face significant financial loss when a cyber attack occurs. Cybercriminals often rely on human error – from employees failing to install software patches to clicking on malicious links – to gain access to systems. From the top leadership to the newest employee, cybersecurity requires the vigilance of every employee to keep data, customers, and capital safe and secure.

SIMPLE TIPS

Follow these simple tips from the Stop.Think.Connect.™ Campaign to help foster a culture of cybersecurity in your organization.

1. **When in doubt, throw it out.** Stop and think before you open attachments or click links in emails. Links in email, instant message, and online posts are often the way cybercriminals compromise your computer. If it looks suspicious, it's best to delete it.
2. **Back it up.** Make electronic and physical back-ups or copies of all your important work. Data can be lost in many ways including computer malfunctions, malware, theft, viruses, and accidental deletion.
3. **Guard your devices.** In order to prevent theft and unauthorized access, never leave your laptop or mobile device unattended in a public place and lock your devices when they are not in use.
4. **Secure your accounts.** Use passwords that are at least eight characters long and a mix of letters, numbers, and characters. Do not share any of your usernames or passwords with anyone. When available, turn on stronger authentication for an added layer of security, beyond the password.
5. **Report anything suspicious**. If you experience any unusual problems with your computer or device, report it to your IT Department.

Stop.Think.Connect. is a national public awareness campaign aimed at empowering the American public to be safer and more secure online. The Campaign's main objective is to help you become more aware of growing cyber threats and arm you with the tools to protect yourself, your family and your community. For more information visit www.dhs.gov/stopthinkconnect.

Homeland Security

www.dhs.gov/stopthinkconnect

STOP | THINK | CONNECT™