

# 10 CYBERSECURITY TIPS FOR HYBRID OR REMOTE EMPLOYEES



Are you a remote or hybrid worker? No matter where you're working from, whether that's at home, in a cafe, or on a beach somewhere (you lucky duck!), here are a few tips to keep you cyber-safe.



## 1 Working from abroad?

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Get to know the local laws regarding online behavior and law enforcement authorities.

## 2 Or at a hipster cafe?

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... hotel lobby, bar, library—what have you. Beware of your environment and watch out for shoulder surfing or eavesdropping.

## 3 “Password1234” is not a password

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Don't reuse passwords. Don't use obvious personal information. Mix special characters, numbers, and upper & lower case letters.

## 4 Computers can catch viruses too

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Make sure that your antivirus and all software is up-to-date. When in doubt, contact your IT team for help.

## 5 Don't be an easy target

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If you're working in a public place, keep your electronics with you at all times. Keep your bag close and closed, and protect your pockets.

## 6 Keep private info off public WiFi

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Do not access sensitive accounts or conduct sensitive transactions over public networks.

## 7 Just say NO to removable media

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Do not accept USB thumb drives or other removable media from any source. It doesn't matter if it's your grandma asking!

## 8 Not all online tools are trustworthy

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Don't be tempted to sign in to online tools you haven't approved internally. You put business data at risk if the tool turns out to be insecure.

## 9 Just say NO to removable media

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Do not accept USB thumb drives or other removable media from any source. It doesn't matter if it's your grandma asking!

## 10 Actually read your cybersecurity guidelines

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Don't just pretend you did. Your security team will know! Treat these guidelines as the letter of the law, and your computer should stay safe.