



# Cybersecurity Workplace Safety Tips

In the office, cybersecurity is everyone's responsibility. Keep your workplace safe online.

- **Use strong and unique passwords:** Make sure to use strong passwords that are difficult to guess and avoid using the same password for multiple accounts. Use a password manager to help you create and store secure passwords.
- **Enable two-factor authentication:** Two-factor authentication adds an extra layer of security by requiring you to enter a code in addition to your password when logging in. This can help prevent unauthorized access to your accounts.
- **Be cautious about emails and attachments:** Be wary of emails from unknown sources and be cautious about opening attachments, even if they appear to be from someone you know. It's a good idea to scan any attachments with antivirus software before opening them.
- **Keep your devices up to date:** Make sure to keep your computer and other devices up to date with the latest security patches and updates. This can help protect against known vulnerabilities that could be exploited by cybercriminals.
- **Use a virtual private network (VPN):** A VPN can help protect your online activity by encrypting your internet connection and hiding your IP address. This is especially important when using public Wi-Fi networks.
- **Be aware of social engineering:** Cybercriminals often use social engineering tactics, such as phishing, to try to trick people into revealing sensitive information or clicking on malicious links. Be on the lookout for these types of attacks and don't be afraid to ask for verification before providing any information or taking action.

