



Week 3: October 15th through October 19th

It's Everyone's Job to Ensure online Safety at Work

When you are on the job – whether it's at a corporate office, local restaurant, healthcare provider, academic institution or government agency – your organization's online safety and security are a responsibility we all share. And, as the lines between our work and daily lives become increasingly blurred, it is more important than ever to be certain that smart cybersecurity carries over between the two.¹

Simple Tips

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.

Below are some links to helpful tips and information that can help keep you safe online:

- [STOP.THINK.CONNECT. Basic Tips & Advice](#)
- [Privacy is good for business tip sheet](#)
- [Technology Checklist for Businesses](#)
- [Other Resource Documents](#)

References:

- <https://www.dhs.gov/about-stopthinkconnect>
- <https://staysafeonline.org/stop-think-connect>

¹ National Cybersecurity Awareness Month Themes – Stay Safe Online. <https://staysafeonline.org/ncsam/themes>