



L.A. CREATIVE
TECHNOLOGIES

TOOLS
FOR GROWTH

Work From Home Cyber Security

EMPLOYEE GUIDE

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Security Mindset

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1

Find a place
and make
It your office

Do not share it with others
while you are working.

2

Don't leave
confidential information
laying around

And lock your work device when
you are not next to it!

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3

Don't email your printer

Don't email documents to your home printer or to your personal email just to make it easy to print.

4

Don't use Whatsapp,
Facebook, LinkedIn, or
any other personal app
to communicate

Only use the tools approved
by your organization.

5

Always, call and verify!

Your colleagues are not sitting next to you anymore, so call them and verify any request to share confidential data or transfer funds even if they sent it from their email.

6

Alexa: I'm listening...

Don't have work sensitive conversations near IOT devices like Siri, Alexa, or Google Home in case they're listening.

7

Do not share devices or passwords

Devices are not to be shared with other family members and they must have a unique password and a lock screen timeout.

8

You are not technical support

Don't try to resolve technical issues yourself, that could lead to even greater risk; Instead call your Helpdesk.

9

Don't let the browser remember your passwords

If you save passwords to your browser, stop immediately. Use long and complex pass-phrases and don't reuse them.



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Technology

Some of the next steps are technical, so ask your IT team for assistance, don't try to do yourself, that could lead to even greater risk.

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1

Don't use personal computer for work

If your company provided you with a dedicated computer or a virtual desktop, use it only for work.

2

Wired network is better

If possible, connect your work
computer to a wired network
instead of Wifi.

3

Using wifi? Secure it!

If you are using Wifi it needs be encrypted using WPA2 or WPA3.

4

Separate your work computer from all other devices

Create a guest network to separate
your work computer from all other
devices.

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5

Use a VPN that your
organization has
provided or approved

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6

Always use multi
factor authentication
to login

Use on all Apps, Computers and
Network Devices.

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7

Apply the latest
security patches and
enable automatic
updates

8

Windows 7/XP? time to upgrade!

If you are using an outdated operating system like Windows 7 or XP, ask your IT team to help you upgrade.

9

Anti-virus, firewall, encryption

Make sure you have anti-virus installed, your built-in firewall is enabled, and sensitive files are encrypted.

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10

Backup

Consult with your IT team on how
and where to backup your data.



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**“Security
Awareness
Simply
Explained”**

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