

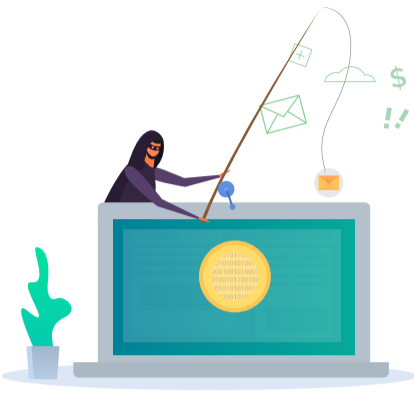
# HOW TO SECURELY WORK FROM HOME

## #1. Watch Out for Phishing Emails

To identify a phishing email, look out for the following red flags:

- The sender creates a tremendous sense of urgency for you to take action or pressures you to bypass security procedures.
- The email address, subject line, and email copy are riddled with spelling and grammatical errors.
- Hovering over the link in the email shows the wrong domain.

If you're still in doubt, contact the sender of the email or relevant IT team via phone for confirmation of the request.



## #2. Update Router and Wireless Access Points

Reset your Wi-Fi router's default password with a strong one. Turning on your firewall will also help protect your Wi-Fi router and secure your internet connection. Update home routers, wireless access points and devices with latest software updates. Automatic updates can be enabled for easy implementation.



## #3. Use a Virtual Private Network (VPN)

A VPN helps improve your online privacy by encrypting all your internet traffic. This provides an additional layer of security against cybercriminals who try to snoop on your data. A VPN also protects your geographical location by concealing your IP address.



## #4. Set Up Two-Factor Authentication

Two-factor authentication involves an additional step to protect your accounts online. This typically consists of a password in combination with text confirmation, email confirmation, or a biometric method (e.g., fingerprint scanner).



## #5. Always Lock Your Device

Whether you trust those you live with or not, work information should not be shared with people outside of the company. Always remember to lock your device when you have finished using it and ensure that the device is password locked to prevent security breaches.



## #6. Use Antivirus Software

Setting up antivirus software will help prevent malware from infecting your devices and remove any existing malware that has already made its way into your device. You can block all incoming connections on your work laptop or workstation at home by enabling a host-based Firewall. You must also ensure that this antivirus software is updated continuously.



## #7. Back-Up Your Data Using The Cloud

Using cloud backup services is a much safer alternative to physical backups as your data cannot be physically misplaced or stolen. Please use a company authorized cloud service to back up your data continuously.

