



TOP 10 CYBERSECURITY BEST PRACTICES FOR EMPLOYEES



TIP
-01-

LOCK YOUR SCREEN

Always lock your devices before leaving them unattended. It takes a second for a threat actor to plug in something malicious.



TIP
-02-

BACK UP YOUR FILES


Use an automatic cloud backup service. Also, manually back up your data on external drives every now and then.



TIP
-03-

ENCRYPT YOUR DATA


Make sure that all your hard drives and devices are encrypted. And remember the encryption key!



TIP
-04-

STRONG PASSWORDS


Formulate complex hard-to-guess character combinations, and change them occasionally without ever using past passwords.



TIP
-05-

UPDATE SOFTWARE

Update software as soon as you get a notification. App update notes include bug fixes that basically expose previous versions' vulnerabilities.



LOOK OUT FOR PHISHING

Be skeptical of any email with attachments, suspicious links, unknown senders, or requests to divulge sensitive information.

TIP
-06-



AVOID PUBLIC WiFi

Avoid WiFi, especially public ones. If you must connect via WiFi, use a VPN service to encrypt your communication.

TIP
-07-



GET AN ANTIVIRUS

Use a paid antivirus solution for all your devices (mobile devices too).

TIP
-08-



BEWARE OF USBs

Don't connect just any USB device on your computer. It could be infected with autorun malware.

TIP
-09-



STAY UP TO DATE

Keep yourself informed on emerging cyber-threats and vulnerabilities. A good way to do this is to get the free **ClearSkies™ Mobile App**.

TIP
-10-

HEADQUARTERS

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