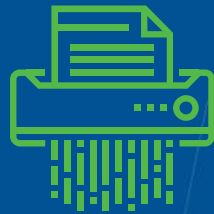# Remote Work

Cybersecurity guidelines in the Covid-19 Era

CYBEREADY

# Limit Document Printing

Avoid taking printouts home and refrain from printing documents while working remotely

- You may have a home printer, but most likely don't have a paper shredder to safely dispose of documents

- It's harder to protect access to printouts than electronic files

- Print on paper only if necessary (It's also better for the environment!)

# Limit access to your computer

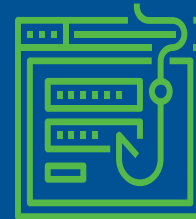Be sure to lock your computer immediately when you step away

It's easy to get distracted and leave our device exposed, especially when there are other family members at home

# Open Coronavirus emails with great caution

Get your news updates from official channels and don't open email / text message alerts

- Most Coronavirus emails/ messages are phishing

- When working remotely, we have no IT professionals to seek advice from, which makes us more vulnerable to phishing attacks

# "And what if something happened?"

**01**     Don't stress out, mistakes happen

**02**     It's probably not too late to fix this

**03**     Contact us