

Employee cheatsheet

Authentication



Passwords

- At least 12 characters long
- A combination of letters, numbers and symbols
- Easy to remember but difficult to guess

Password Managers

- Keeps all Your passwords secure in one place
- Generates secure passwords

Multi-factor Authentication

- Added layer of security that protects against data leaks, hacking, etc
- Ensure it is activated on Your accounts

Phishing



Sender address

- Verify the sender address:
- Character substitution
 - Structure – have You ever received emails from this sender?

Attachments

- Do not open unknown attachments
- Refrain from password protected attachments – Anti-virus software is not able scan them

Web Links

- Verify the URL:
- Hover Your mouse over the URL
 - Verify the destination address in the bottom left corner

Devices



Screen Locks

- Protect all Your devices with a screen lock
- Lock the device upon leaving it

Backups

- Make backups:
- Regularly
 - Of all your files

Updates

- Improve security and performance of the devices/applications
- Update as soon as possible or schedule it for the near future