10 Tips to Work from Home - SECURELY

1. Phishing scams are rife. Be aware of phishing scams targeting remote workers with sensational or emotional messages. Without your colleagues around, you need to be extra vigilant of both email and phone scams. Report any suspicious messages to your IT security team.

2. Be extra careful of fake news and malicious websites taking advantage of newsworthy events, such as the COVID-19 pandemic.

3. Your passwords are the key to the kingdom. Without the company network to protect you, the passwords now lie squarely in your hands, or on your home environment. Ensure that your work conversations remain private and check your policy on smart home devices like Alexa or Google Home.

4. Use a VPN. Using a virtual private network (or VPN) provides a secure tunnel for all your internet traffic, preventing criminals from intercepting your data... Ask your security team to set one up for you.

5. Read your policies. They are there to keep you, the company and our data safe. In turn, this allows you to work in the comfort of your PJ's and slippers. You are our strongest line of defence so remember to remain super vigilant.

6. Secure your home WiFi Network. There are 2 basic must dos to set this up securely: Change your default router password. If you're still using "admin/admin," "admin/password" or something similar to log into your router itself. Change that.

7. Next, when setting up a password for your WiFi network, make sure you choose WPA2. And whenever you do, don't run a wifi network without a password.

8. Keep your work environment private. Keep your home environment safe in case nobody is allowed to access your work computer, including your family and kids. Others could unintentionally download malware software or access files they shouldn't have. Ensure that your work conversations remain private and check your policy on smart home devices like Alexa or Google Home.

9. Avoid printing at home, and if you must, make sure you lock sensitive documents away and shred them before discarding them.

10. Print your policies. They are there to keep you, the company and our data safe! In turn, this allows you to work in the comfort of your PJ's and slippers... Ask your security team to set one up for you.

Thanks for keeping your organization safe while working remotely.