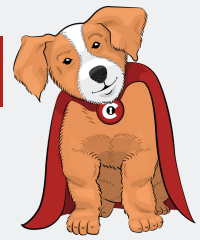


10

THE TOP

ONLINE **CyberSafeTT** SAFETY TIPS



Online Safety is everyone's responsibility.
A comprehensive online safety strategy addresses:
Information Safety | Hardware Safety | Social Safety

INFORMATION SAFETY

1

KEEP SOFTWARE UP TO DATE

Turn on automatic updates for your software and Operating System. Ensure all software patches and fixes are regularly applied.

2

INSTALL ANTIVIRUS & ANTI-MALWARE SOFTWARE

If you don't already have one, install one that automatically updates. Turn on the system Firewall for added protection!

3

STRONG PASSWORDS & 2 FACTOR AUTHENTICATION

Use strong and unique passwords. Do not reuse them and do not share passwords with friends! Visit www.cybersafett.com/passwords for details.

4

PROTECT SENSITIVE DATA

For sensitive work related activities use secure connections such as a VPN or encrypt documents or messages before transmission.

5

INVEST IN A SURGE PROTECTOR OR UPS

Power surges can damage expensive computing equipment. If you're on a desktop, a UPS is recommended, for laptop, a surge protector is sufficient.

6

BACKUP! BACKUP! BACKUP!

Have multiple copies of your work online and offline. Visit www.cybersafett.com/backup for details.



7

BE AWARE OF PHISHING SCAMS

Phishing scams come via email with a promise to bring riches. Do not respond or click on links and do not open attachments in those emails.

8

BLOCK THE BULLIES

Do not engage in online bullying. If you're the victim, block and delete. Local laws are in place to charge individuals for cyber bullying.

9

CONFIGURE YOUR PRIVACY SETTINGS

Configure privacy and security settings to limit over-sharing of information—such as phone, name, location, microphone and camera access.

10

MONITOR YOUR WEB CAM

Ensure your web cam is off when not in use. Go old school if you wish and put some tape over the camera when not in use!

