

# IT Security Practices For Remote Employees

## Only Use Secure Wifi

- Avoid using Public WiFi
- Use a VPN (Virtual Private Network)
- Change the default Wifi router passwords to something more secure
- Update router firmware

## Protect Your Workspace

- Don't use your personal computer for work
- Encrypt sensitive data in emails
- Don't use the same passwords for work devices and personal devices
- Update software for all devices connected to your home network

## Secure Your Devices

- Update device firmware
- Create strong passwords using multi-factor authentication
- Review and follow corporate policies and procedures
- Don't leave your work devices locked in a vehicle

## Use Common Sense

- Don't share your work devices with family or friends
- Don't post business itineraries or private information online
- Don't let your guard down. It's easy to feel comfortable at home but practice the same IT security at home as you would at work

## Report Security Issues Immediately

- Don't wait until it's too late. If you fear your work computer has been breached contact an IT professional in your company immediately!