

# SECURITY DO'S AND DON'TS

## COMPUTER USAGE

**DO** Adhere to company policies on usage of any device in the company. This includes desktops, laptops, work phones, WiFi, etc.

**DON'T** Download or install programs without the knowledge and consent of IT

## PASSWORDS

**DO** Use different complex passwords for each service

**DON'T** Reuse or share your passwords

## EMAIL

**DO** Scan all emails before opening them, making sure you only open emails from legitimate senders; when in doubt, ask IT to verify

**DON'T** Open links or attachments from suspicious emails

## INTERNET

**DO** Use a VPN when using public WiFi

**DON'T** Download documents, media, or other online content from suspicious websites

## PORTABLE MEDIA

**DO** Report any lost and found USB drives, CDs, and other portable media

**DON'T** Plug in unknown storage devices to organization computers

## INCIDENTS

**ALWAYS** Report any suspicious activity

