

# THE BASICS OF SECURING YOUR REMOTE DATA

WHAT TO DO &  
WATCH OUT FOR

PRESENTED BY



Managed IT, Security, & Cloud Services

Remote work can be quite an adjustment for some employers (and employees), but in time, many find it to be a great productivity and happiness booster.

Before you dive right in to remote work, there are a few things surrounding IT security that you need to configure and be mindful of as you go about your work, wherever in the world you may be!



## KNOW WHERE YOU'RE SAVING YOUR DATA

Your work PC is pre-configured for your job. You can work on a document, hit "Save," and know it's going to the right place every time.

If you're working on a personal laptop or a different non-work device, you need to be aware of where your files are being saved.

Maybe it's a VPN to the office, or perhaps all of your data exists in Office 365. Either way, take a minute to figure out how to save your files where they really need to go.



# USE MULTI-FACTOR AUTHENTICATION EVERYWHERE



This steps applies to everything you use in your digital life, not just work accounts. Every single one of your business and personal accounts should be using MFA.

MFA checks that you really are who you say you are by sending a second verification check after your password. The process only adds a few seconds, and keeps your accounts and data safe, even if your password is compromised.



# KEEP YOUR OS (AND SOFTWARE) UP TO DATE

No matter what operating system you're using (Windows, MacOS, ChromeOS), make sure your system is running all updates automatically.

Cloud services like Office 365 and Adobe Creative Cloud will update automatically, but take a minute to make sure your locally installed software is set to automatically update as well.

# BE AWARE OF CURRENT PHISHING TRENDS



Phishing emails continue to haunt us. They may never go away. The only thing we can do is to be vigilant and train everyone with an email address to look out for these malicious emails.

No mail filter will stop all phishing attempts. Keep a look out for grammatical errors, misspellings in the "From:" domain (e.g. Amzaon.com), and non-matching URLs when hovering over links.



# KNOW YOUR CAMERA AND MICROPHONE SETTINGS

We're all doing a lot more video conferencing these days, and without some pre-configuration of your software, you could accidentally share sights or sounds that are best left private!

Whether it's Zoom, Teams, or another software, take some time to configure screen share, audio, and video settings. Also, make sure to end every meeting and close out of the software before you move on to your next task.



## THE BASICS OF SECURING YOUR REMOTE DATA

Securing your remote data requires some up-front effort, but with a few simple steps, you and your business can be a security fortress, no matter where in the world you are! Doing a few extra steps now will save an unimaginable amount of time, stress, and money in the long run.

An ounce of IT security prevention is worth a pound of cure!