

Secure remote work checklist



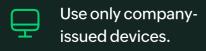


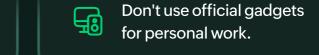
Email and data security



- Be wary of phishing and malicious emails.
- Use company-approved software for document storage.
- Verify suspicious requests through other channels.
- Back up important files to a secure location on a regular basis.

Device security





- Enable auto-updates for all software.
- Keep your screen locked when you step away.

Network security



Set a strong WiFi password and use WPA2/WPA3 encryption.



Change the default router username and password.



Don't use public WiFi without a VPN.