

# TIPS TO STAY SECURE WORKING FROM ANYWHERE

Provided by Apex Digital Solutions

## Keep your devices secure and updated

- Turn on automatic updates, antivirus, and firewall
- Update and change default passwords for network devices
- Use encryption options for access to home Wi-Fi

## Secure your identity and privacy

- Use strong passwords or, if possible, biometric authentication like fingerprint or face ID
- Stay vigilant during online chats and conferences (Are chats archived? Where are shared files stored?)
- Use background blur or images

## Protect business data

- Do not mix business and personal data
- Use business resources, like SharePoint and OneDrive for Business, to store and share content for work
- Turn on device encryption

## Stay informed on current phishing and identity scams

- Be on the lookout for unexpected sites or apps asking you to sign in with your credentials
- Be wary of offers that are too good to be true, pressure time, or promise a free prize
- Be wary of unsolicited, suspicious tech support emails

**REPORT SUSPICIOUS ACTIVITY!**

