

CYBERSECURITY CHECKLIST

for Employees



Hackers pose a critical threat to your business' cybersecurity, and incidents are increasing. *Why?* Because most employees don't know how to identify phishing scams and other cyber threats that can lead to a network infection or intrusion.

When your staff is properly trained they're your first line of defense – and this training should not only include things like strict passwords and policies, but extend to their workspace and behaviors. Here are a few tips to start off your training.



Always keep your system, software and web browsers up to date.

If you don't, you're leaving your system exposed to viruses, malware and intrusions.



Lock down your computer.

Never leave your laptop or desktop computer on when you step away from your desk. Make sure they are set to lock within a very short period of time.

