



# Taking Security Awareness Home

Working from home makes you no less a target for cybercriminals. Here's a quick refresher of general security etiquette you should take home with you.

## Passwords

Passwords represent a key part of security. Ensure yours are long, unique, and conform to your organization's policies. You may also consider using passphrases — easy-to-remember sentences that are hard for others to guess, such as an obscure quote from your favorite book or movie.

## Separating Work and Personal

As a general rule, it's best to only use organization-issued devices and accounts for work purposes. For example, never use your work email for personal reasons. This separation helps organizations maintain the confidentiality of the data they collect and helps you maintain your privacy.

## Personal Devices

If you are allowed to use a personal computer for work, make sure the computer stays updated, is protected by antivirus and anti-malware software, and is never accessed by unauthorized individuals. Consider creating separate user accounts, which allows you to isolate work accounts from personal accounts by setting up specific logins for each.

## Phishing Attacks

Phishing attacks — attempts to steal data or spread malicious software — won't suddenly stop just because you work from home. Stay alert for common warning signs such as bad spelling, poor grammar, threatening or urgent language, and unexpected attachments.

## Virtual Private Networks

A virtual private network, or VPN, is a security tool that encrypts your internet connection. Many organizations require remote workers to use an approved VPN in order to access anything work-related. It's your responsibility to adhere to VPN requirements.

## Following Policy

Working away from the office does not exempt anyone from following policies. In fact, remote work often requires enhanced policies that must be followed at all times. Circumventing them for any reason could compromise the privacy and security of everyone associated with an organization.

**Remember: Whether you work from home full time, part time, or a hybrid of the two, you are the last line of defense!**