

6 Steps to Cybersecurity

Cyber criminals don't rest, which is why we need your help. You are our best and first line of defense against these criminals. Believe it or not, your actions can strengthen—or weaken—our cybersecurity. Keep the following tips in mind at all times.

1. Use email safely. Email is a crucial part of our everyday business, but it comes with cyber risks. Make sure you set up a spam filter in your inbox and that you never open or download attachments from unknown senders.

2. Create a strong password. Hackers can gain access to our network by cracking passwords, which is why it's so important that you choose a strong one. Remember the following guidelines next time you change your password:

- Create a password that's between 8-64 characters long.
- Instead of adding random numbers to your password, try using a combination of words, like a memorable phrase.
- Avoid using pet or family names, birthdays, dates or common phrases in your password.

3. Make your password hard to guess. Never repeat passwords across accounts. Avoid using commonly stolen passwords, like "12345" or "welcome."

4. Don't click on questionable links. If you're not 100% sure a link is safe, don't click on it!

5. Ask before downloading. Never install or download software to your computer without receiving prior go-ahead from a manager or member of the IT team.

6. Speak up! Never be afraid to ask for help if you feel you're in a malware, phishing or hacking situation.

Want more information?

Cybersecurity can be confusing, which is why we're here to help. Don't hesitate to ask for more information on how you can make our company more cyber secure.

