



# The Weekly Briefing

The latest cybersecurity updates from the Information Security Office.

## Working From Home

Since the outbreak of COVID-19, the need for a secure work environment at home has become essential. While the world is finally beginning to return back to normal, many still work from home. Whether you are permanently remote or you need the option available to you in the future, it is crucial that you ensure that your home office will keep your and the University's confidential information just as secure as your office on campus would. Here are some more important tips for keeping cyber secure while working from home.

### Stay secure when working remotely from public places.

The security threats around you are much greater when you are away from your home or office. Stay alert to your surroundings and don't take any unnecessary risks.

Ask yourself:

- 1) Do I keep confidential information private by not discussing or working on it out in the open?
- 2) Am I turning off my internet connection when I don't need to be online?
- 3) Did I connect to the correct Wi-Fi network, not a fake one that criminals created to trick me?

### Identify and secure your physical workspace.

Hackers want to trick you into granting them access to your device and your organization's network. Remember to stop, look, and think before taking any sort of action.

Ask yourself:

- 1) Does this information I'm about to share really need to be shared?
- 2) Am I suspicious of all unexpected messages and social media connection requests?
- 3) Is this email real or a phishing attempt? Phishing emails are disguised to look like they are from familiar contacts or organizations, and try to trick you into taking an action such as opening an infected attachment or clicking a malicious link.

### Know your organization's policies and procedures.

It is critical that you know your organization's expectations for remote work when working from home.

Ask yourself:

- 1) Have I reviewed all of the appropriate policies and procedures that my organization has in place related to working remotely?
- 2) Do I know who to ask when I need assistance or clarification of these guidelines?