Online security tips for working from home

- Start with cybersecurity basics. Keep your security software up to date. Use passwords on all your devices and apps. Make sure the passwords are long, strong and unique: at least 12 characters that are a mix of numbers, symbols and capital and lowercase letters.

- Secure your home network. Start with your router. Turn on encryption (WPA2 or WPA3). Encryption scrambles information sent over your network so outsiders can't read it. WPA2 and WPA3 are the most up-to-date encryption standards to protect information sent over a wireless network. No WPA3 or WPA2 options on your router? Try updating your router software, then check again to see if WPA2 or WPA3 are available. If not, consider replacing your router. For more guidance, read Securing Your Wireless Network and Secure Remote Access.

- Keep an eye on your laptop. If you're using a laptop, make sure it is password-protected, locked and secure. Never leave it unattended – like in a vehicle or at a public charging station.

- Securely store sensitive files. When there's a legitimate business need to transfer confidential information from office to home, keep it out of sight and under lock and key. If you don't have a file cabinet at home, use a locked room. For more tips, read about physical security.

- Dispose of sensitive data securely. Don't just throw it in the trash or recycling bin. Shred it. Paperwork you no longer need can be treasure to identity thieves if it includes personal information about customers or employees.

- A few preferred guidelines most video conferencing solutions demand:

  - ⇨ *Users must get permission to record a video conference from everyone on the call.*
  - ⇨ *Personal mobile devices should not be used to record video conferences.*
  - ⇨ *Sensitive information should be discussed in designated video conference rooms and not in public places or open office spaces.*
  - ⇨ *In video conferences the camera to focus on the users face, and any visible confidential data should be removed from camera view.*
  - ⇨ *Cameras and microphones should be turned off when not in use.*
  - ⇨ *Remote control of cameras is for authenticated users only.*