



## FOUR EASY STEPS FOR KEEPING YOUR INFORMATION SECURE

Follow these guidelines at work and at home to ensure that you're doing all you can to protect your information.

### Be Aware of the Signs of an E-Mail Scam

- Did it arrive unexpectedly?
- Does it prompt you for an immediate response?
- Does it ask for sensitive information?
- Is there sloppy grammar, syntax, or spelling?
- Does it want you to click a link or open an attachment?

### Secure Your Devices

- Update your operating system and applications regularly.
- Never share your login credentials with anyone.
- Back up your important information regularly.

### Strengthen Your Passwords

- Use a mixture of upper- and lowercase letters, numbers, and symbols.
- Use a minimum of eight characters.
- Use different passwords for different accounts.
- Never share your passwords with anyone, and change them frequently.

### Prevent Unauthorized Access

- Grant access on a need-to-know basis only.
- Never leave sensitive documents unattended.
- Always dispose of sensitive personal documents by shredding them.



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