

# Cyber Security Bulletin



## Basic Tips and Advice

- 1) Practice good password management. Use a strong mix of numbers and characters, and don't use the same password for multiple sites. Do not share your password with others and do not write it down. Never use the same password twice.
- 2) Never leave your devices unattended. If you need to leave your computer, phone, or tablet for any length of time—no matter how short—lock it up so no one can use it while you are gone.
- 3) Be conscientious of what you plug in to your computer. Malware can be spread through infected flash drives, external hard drives, and even smartphones.
- 4) Never click links in emails or texts that appear to come from your bank, the IRS, or any other institution. If you think the message might be valid, log into your account directly, without using links supplied in emails or online advertisements.



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## 4 tips for your online safety

- 1) **SECURE ACCOUNTS:** Do not share your password with anyone. Combine capital and lowercase letters with numbers and symbols to create a more secure password, and use separate passwords for every account.
- 2) **BACK IT UP:** Protect your documents and digital information by storing information securely on your network drives (like your I:, L: drives), rather than on your desktop or computer.
- 3) **THINK BEFORE YOU ACT:** Be wary of communications that implore you to act immediately, offer things too good to be true, or ask for personal information.
- 4) **WHEN IN DOUBT, DELETE IT:** Links in emails, and online advertisements, are often used by cybercriminals to compromise your computer. If it looks suspicious, it is best to delete it or mark as junk mail.

