

08

BASIC
COMPUTER
SECURITY
TIPS.

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01.

The Basics

- Use recent windows or IOS platform
- Keep software and hardware up to date
- Use licensed antivirus or anti-malware
- Avoid using public network or free Wi-Fi



02.

Strong passwords

- No, John12345 is not a strong password!
- Have at least 8 characters, upper & lower case, numbers & symbols
- Change passwords every 3 months
- Don't reuse old passwords



03.

Secure Wireless
Networks

- Avoid using the default password
- Change your default SSID (Service Set Identifier) name at installation
- Use Licensed Anti-malware
- Install a firewall



04.

Antivirus Programs

- Install, maintain and apply antivirus programs
- Enable auto update feature
- Check all portable media for viruses prior to using them
- Use DLP features for tracking portable media records and unauthorised usage



05.

Firewall

- Install and use software and hardware firewalls
- Decide what your firewall will allow to get through
- Use content filters to prevent entry in to dangerous sites



06.

Suspicious or unknown
emails/attachments

- Don't Open them! They could be phishing attempts or contain ransomware
- Look out for non-work-related emails that have unusual subject lines or contain links
- Establish a strict policy on what can and cannot be downloaded



07.

Control Access to
Computer Equipment

- Log off or apply a screen lock before leaving your computer
- Use password-protected screensavers
- Secure routers and servers out of reach of customers or visitors
- Secure the rooms where active network connections are located



08.

Backup, Backup, Backup!

- Auto backup, if possible, or backup weekly at a minimum
- Store backups off-site or in the cloud, test regularly to ensure the files are accessible

