

# SECURITY SMARTS

For Your Office

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**Never use the same password more than once.**

Always use a password manager to create secure passwords with a minimum of 15 characters for passphrases.



**Never give out sensitive personal or company information over the phone or via email.**

Including—but not limited to—emails, passwords, SSN, etc. If they need information, tell them to contact your IT Department.



**Never write down passwords and post them around your workspace.**

Come on—it's not a "password" if everyone can read it taped to your monitor.



**Never insert an unknown USB device into your workstation PC.**

It's the cardinal rule: If you don't know where it came from, or what is on it, don't ever connect it to your computer!



**Never open email attachments from unknown sources.**

You don't open your front door for strangers. Treat your email the same way.

Think you are at risk for a security breach?

**Call or email our friendly IT Pros!**