

# 10 Tips

# for Success when Working Remotely

## Email Attacks are Extremely Common

Be vigilant with email. Common hacker **phishing attacks**<sup>1</sup> play on COVID-19 fears, financial issues (refund checks), and link to fake websites.

## Backup your Important Files

Expect the best but plan for the worst. Ensure all critical data is backed up offline and online (in the cloud) so you can restore if your breached (**ransomware attack**)<sup>2</sup>.



## Take Breaks and Keep a Schedule

Include lunch-time walks and 15-minute breaks to stand up and walk around. Clear your mind and return to work invigorated. **Working remote securely**<sup>3</sup>.

## Over Communicate

with colleagues or clients to set expectations on timing, deliverables, outcomes, and to seek feedback. Get projects done right the first time.

## Complete your Training Assignments

If your company trains its employees, complete your training. If it doesn't, watch our free **Cybersecurity training videos**<sup>4</sup>.

## Know the Rules

Become familiar with your company's remote work policies and requirements.

## Adopt a Password Manager

most **password managers**<sup>5</sup> (**LastPass**<sup>6</sup>, **Dashlane**<sup>7</sup>, **1Password**<sup>8</sup>), have free versions for personal use. Learning this skill is critical for 21st century protection!

## Regularly Connect with your Colleagues

Web-conferencing meetings have replaced in-person meetings allowing us to catch up, share stories, and discuss our well-being. That's as important as the latest project update.

## Secure your Tools

Secure and patch personal devices, secure web conferences (**Zoom Security**<sup>9</sup>), and secure your passwords.

## Work Free from Distractions

CyberHoot staff prefer a workspace free of distractions though we do love orchestral music (**free Philadelphia Philharmonic concerts**<sup>10</sup> on YouTube).



# CyberHoot

Become More Aware | Become More Secure

<sup>1</sup> <https://cyberhoot.com/training/spotting-and-avoiding-phishing-attacks/>

<sup>2</sup> <https://cyberhoot.com/cybrary/ransomware/>

<sup>3</sup> <https://cyberhoot.com/blog/stay-secure-while-working-remotely/>

<sup>4</sup> <https://cyberhoot.com/training/>

<sup>5</sup> <https://cyberhoot.com/blog/myths-behind-password-managers/>

<sup>6</sup> <https://www.lastpass.com/pricing>

<sup>7</sup> <https://www.dashlane.com/plans/free>

<sup>8</sup> <https://1password.com/>

<sup>9</sup> <https://www.youtube.com/watch?v=zKWYX5ohadQ&t=4135s>

<sup>10</sup> <https://cyberhoot.com/cybrary/zoom-bombing/>