

# IS YOUR WORKSPACE CYBER SAFE?



Whether you're working from home, an office, or on a floaty in the middle of a lake (😄), you need to be cyber safe. For your business to make cyber security a top priority, all employees need to get involved. Here are a few things to keep in mind for making your workspace more secure.



## INSTALL ANTI-VIRUS SOFTWARE

Once you've installed reputable anti-virus software on all your devices, make sure it's actively scanning those devices for threats.

## SECURE YOUR NETWORK

Change the default name and password for your Wi-Fi. If you're working from home, using a VPN can help secure your network. A VPN is important if you're working on public Wi-Fi.



## UPDATE AUTOMATICALLY

Enable regular, automatic updates to help you stay up-to-date with the latest security patches.



## HAVE STRONG AND UNIQUE PASSPHRASES OR PASSWORDS

Make sure you use strong and unique passphrases or passwords for each of your accounts. Re-using passwords makes those systems and devices less secure.



## SHARE WITH YOUR TEAM

Make sure to notify your team of any cyber scams, threats or security incidents as you come across them so you can keep improving your cyber security plan. Notify your IT team of any security incidents.



## WATCH OUT FOR SCAMS

Know the signs and be on the lookout for any suspicious links, emails or contacts.



**Following these tips can help keep your business and workspace secure.**

GET MORE TIPS TO SECURE YOUR ACCOUNTS AND DEVICES AT

[GETCYBERSAFE.CA](https://getcybersafe.ca)



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