HOME WORKING

HOW TO STAY SAFE ONLINE

10
useful tips to follow

1 UPDATE YOUR SOFTWARE
Remember to constantly update your operating systems and software at the latest version

2 INSTALL AN ANTIVIRUS
Use an antivirus, for example the one supported by your organization, and keep it updated

4 VERIFY YOUR SOURCES
Do not install software from unofficial sources

3 USE THE RIGHT VPN
Use only the VPN (Virtual Private Network) provided by your organisation

5 BEWARE OF SUSPICIOUS E-MAILS
Never download attachments or click on links received in email from unknown senders. Especially during emergencies, malicious campaigns tend to increase their attacks

6 LOCK IT!
Always include a PIN code or a password in a videoconference, both for meetings and for lessons or exams. Protect access to your PC with a password when you walk away
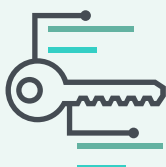
9 PROTECT YOUR WI-FI
Configure the home Wi-Fi network with a password

8 USE SEPARATE DEVICES
Try to keep your work environment separate from your personal one. Use different devices if possible

7 KEEP YOUR CONFIDENTIAL DATA PRIVATE
Pay attention to sharing screenshots, pictures or information related to your work or location on social networks

10 ALWAYS LOGOUT
Always log out of programs, VPN and work platforms when you end your work session

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