Cybersecurity: Working from home

Stay ahead of cybercriminals when away from the office.

What is it?

More people are working from home, which means they may be working away from the cybersecurity and network protections that protect them and their devices during business hours.

There are some simple steps you can take to protect yourself and your workplace while working from home.

What can I do?

Learn what protections you may already have

Take the time to understand what precautions and protections your organization may already have in place.

For example, if you are using a device issued by your employer, it may already have a firewall, antivirus, or a virtual private network (VPN) installed.

If you are using a personal device to work from home, be sure to install quality security software to protect any sensitive information you work with, as well as your own personal information.

Secure your files

Lock your devices whenever they are not in use. Look into setting a time-out lock that activates after a certain period of inactivity, if it is not already enabled on your device. Apply this to phones and tablets, as well as computers.

Consider getting a privacy screen for your device if you work in a shared space or if you often work in public spaces, like a coffee shop.

If you are managing your own security software, remember to install any new updates or patches as they become available.

In addition to secure electronic files, take the time to make sure that you can secure any physical files, including hand-written notes.

Keep devices and accounts separate

As much as possible, keep your work accounts limited to work devices, and personal accounts to personal devices. Maintaining this separation can help limit the amount of information that could be compromised if one of the devices or accounts is compromised.

Similarly, consider setting up a guest internet network for your work devices to protect your browsing activities further.

Keep your skills sharp

Staff play an important role in any organization's cybersecurity strategy. Stay ahead of common risks by investing time into your cybersecurity skills. Complete any training available to you through your workplace.

If no training is available to you, or if you are just looking for more insight, consider taking the free courses we offer online.

Consider taking a look at our other cybersecurity tip sheets for more practical, easy-to-implement information that can help you improve your habits on:

- Passphrases
- Network security
- Understanding malware
- Security software
- Multifactor authentication
- Working from home
- Internet of Things