WORKING REMOTELY
SAFEGUARDS

ENABLE SECURITY FEATURES:
Activate firewalls, anti-virus, and wireless encryption, and password protect all personal and business devices and systems

USE SECURE SHARING CHANNELS:
Avoid taking sensitive files outside the office, or if you must use a secure server or other IT-approved channel

CONNECT VIA VPN:
Whenever possible, use a VPN when accessing business-sensitive data and systems

MAINTAIN SEPARATION:
Don't allow children, family or friends to use business devices for personal activities