



Work From Home Security Guide

**How To Stay Safe
While Working
Remotely**



Treat Your Space Like an Office

- Find a dedicated workspace and protect it
- Don't leave confidential info out
- Lock your screen when away



Keep Work Separate

Use only company-approved tools and devices.

Don't print work docs to a home printer or use personal apps like WhatsApp for work messages.

3

Verify Before You Act

Colleagues aren't next to you anymore. If asked to share data or transfer funds, call to confirm first even if the request came from their email.



4

Protect Your Tech

- Don't share devices or passwords with family.
- Use strong passphrases and don't let your browser save passwords.





Secure Your Network

- If possible, use a wired network.
- If using Wi-Fi, enable WPA2/WPA3 and hide the network name.
- Separate your work device on a guest network.



Use Strong Tools

- Use a company-approved VPN
- Turn on MFA (multi-factor authentication)
- Keep systems updated with auto-patches
- Use antivirus, firewall, and encryption
- Back up data with IT's help

Security Awareness, Simply Explained

Stay safe. Stay productive.



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