Improving home security part 2

Since many of our clients are working from home these days, we thought it might be helpful to provide some solid tips for amping up your home computer and network security. Recently we sent out the first 5 of 10 tips provided by Kapersky. Here are the next five tips.

6 Lock your device before walking away

Someone can catch a glimpse of your work correspondence even when you're just having a cup of tea or taking a bathroom break. Therefore, it's important to lock the screen whenever you get up. Consider the small hassle a tiny price to pay for keeping corporate secrets safe.

Even if you're working at home and outsiders have no access to the room, it's still worth locking your device. You probably don't want your child to accidentally send your boss a smiley-laden text. Or your cat to walk across the keyboard and mail an unfinished message to the board of directors. If you're about to go somewhere else, lock the screen. And it should go without saying that your computer needs password-protection.

7 Use corporate services for e-mail, messaging, and all other work

Your company most likely has a set of IT services that employees use, such as Microsoft Office 365, a corporate messenger like Slack or HipChat, and at the very least corporate e-mail. Those tools are configured by your company's IT service, and IT is responsible for setting them up right.

But IT is not responsible for the access settings of, say, your personal Google Drive. Are you absolutely sure that your colleague — and no one else — will see the file that you sent a link to? If the file is accessible to anyone who has the link, then search engines can index it. And if someone googles something on the topic of your document, it might appear in the search results and catch the eye of someone who should not even know of its existence.

Therefore, stick to corporate resources when exchanging documents and other information. Those cloud drives, but configured for business, are generally far more reliable than the free user versions. Corporate mail usually has less spam and none of your personal correspondence, which adds up to less risk of missing an important e-mail or forwarding something to the wrong address — and colleagues will know for sure that it's you, not someone pretending to be you.

8 Stay vigilant

Alas, sometimes a malicious — and highly convincing — message can sneak into corporate mail. This is especially relevant to remote workers, because the amount of digital communications increases sharply with telecommuting. Therefore, read messages carefully and don't rush to respond to them. If someone urgently needs an important document or demands immediate payment of an invoice, double-check the

someone is who they claim to be. Don't be afraid to call the other party for clarification or confirm the action one more time with your boss.

Be particularly suspicious of e-mails with links. If a link to a supposed document does not point to a corporate resource, better to ignore it. If everything looks fine, and the link opens a site that resembles, say, OneDrive, do not enter your credentials on it. Better to manually type in the OneDrive address in the browser, log in, and try to open the file again.

9 Track your progress

So that management doesn't think that you're having a holiday instead of remote working, it is more important than ever to stay "transparent." That doesn't mean that you have to create signs of frenzied activity, simply make sure that your boss can see what tasks you are working on and how they are progressing. So don't be too lazy to note this in your company's task tracker, and be ready to report on what you've done and how much time it took.

Try to work during normal office hours, so that it's easier for colleagues to reach you and the working day does not stretch over a 24-hour period. When there is no need to travel to and from the office, it quite often happens that you sit down to work right after breakfast and break away only when night approaches. As a result, you get tired quickly — so it's better to limit your day to standard working hours.

10 Create a comfortable workplace

Last but not least, don't neglect your health and well-being. If you work on a laptop, lounging on the couch with it might seem like a great idea. But your back won't thank you in the long run, so try to find yourself a desk and a comfortable office-type chair.

Make sure the room is well-lit. If the lighting is poor, use a lamp to prevent eye strain. And don't forget the health basics: periodically stand up, stretch your legs, drink water, get plenty of sleep, and don't skip meals.

All of the tips listed above are what we do at TekResults. We are eager to help you with regard to any of these. Please feel free to email or call us.

Referrals

TekResults owes much of our success to our loyal and enthusiastic clients. It's those of you who tell your friends about us that keep our company growing, and we'd like to say thanks. Just telling someone about us is all it takes. Just let us know you dropped our name and we'll drop a gift card in the mail for you to enjoy a great meal at a Dante's restaurant. See… who said talk is cheap!

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