Cyber Smart Tips for Working Remotely

Here are a few tips to stay #CyberSmart while working remotely

**Protect your passwords**
Create passwords that are unique to your DOE accounts and never share your passwords with others.

**Use DOE equipment for DOE business only**
Do not connect unauthorized devices, e.g. smartphones and USB devices, to your DOE equipment.

**Update your work devices**
Check that your devices and software are up-to-date.

**Communicate your working hours**
Establish and disclose your hours of availability for your team’s awareness.

**Observe your surroundings**
Avoid having sensitive work-related conversations in public areas.

**Encrypt email messages containing sensitive information**
Ensure your online activities are encrypted and use telework capabilities provided.

**Avoid leaving DOE equipment unattended at any time**
Lock your screen when walking away and store your work device in a secure location.

**Practice good phishing hygiene**
Avoid clicking on suspicious links and attachments from unsolicited emails.

**Be cautious of unfamiliar e-mails regarding the COVID-19 pandemic**