

Message From The Chief Information Officer

## 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**

For more information about COVID-19, visit DOE's COVID-19 Portal

<https://www.energy.gov/coronavirus-hub>