

# Cybersecurity Basics

## Introduction

Cyber criminals target companies of all sizes and people of all backgrounds. Understanding fundamental cybersecurity principles and implementing them can help safeguard your personal and business assets while reducing the risk of cyber attacks.

## Ways to protect your file & devices

### 01. Update Your Software



Ensure that all software, including applications, web browsers, and operating systems, is up-to-date. Enable automatic updates where possible.

### 02. Secure Your Files



Back up crucial files offline on an external hard drive or in the cloud. Additionally, ensure the secure storage of paper documents with important or sensitive information.

### 03. Require Passwords



Implement password protection for all laptops, tablets, and smartphones. Avoid leaving these devices unattended in public spaces.

### 04. Encrypt Devices



Encrypt devices and other media containing sensitive personal information. This includes laptops, tablets, smartphones, removable drives, backup tapes, and cloud storage solutions.

### 05. Use Multi-Factor Authentication (MFA)



Enforce multi-factor authentication for accessing your email accounts and areas of your network with sensitive information. This process involves additional security steps beyond password entry, such as a temporary code sent to a smartphone or a physical key inserted into a computer.