

Holiday Preparedness Checklist

Please complete these four steps before leaving on holiday.

☐ Secure Your Accounts

- Turn on Multi-factor Authentication (MFA) for all cloud accounts.
- Change weak passwords. Use a minimum 16 character, memorable phrase (e.g., TopGun2+Family+Together)

☐ Secure Apps and Devices

- Before shutting down your laptop, log completely out of all websites and cloud apps.
- Clear your web browser's cache and history. This removes any saved data criminals could use to access your accounts.
- Fully shut down your work laptop when not in use (don't just close the lid!) Store it in a locked drawer or office.

☐ Protect Organization Data

- Do not email work files to your personal email "just in case." Use approved cloud storage locations to store and retrieve files.

☐ Set up Your Out-of-Office Message with Care

- Do not provide details criminals can use to craft credible phishing emails that appear to come from within your organization. Use the same caution with social media.