

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.

501Secure.org

Cybersecurity Assistance for Nonprofits

