CW technology

TECHNOLOGY & YOU

REMOTE WORK

Become Your Own Secure IT Department

Katherina Yavela
Marketing Coordinator

TABLE OF CONTENTS

AUTHOR'S NOTE

Katherina Yavela is the Marketing Coordinator at CW Technology.

A recent 2020 college graduate and new member to the CW team (as of June 2020), she brings passion, creativity, and resilience in growing our brand name, image, and awareness.

With an extensive marketing background and well-rounded set of experiences, Katherina has introduced a newfound perspective on marketing the IT and MSP industry. Her lack of a technical background doesn't stop her from learning and understanding the world of technology and the tremendous importance it holds, especially today.

At CW Technology, Katherina's role is building the brand across numerous marketing platforms, making the industry both relevant and reachable to all.

When not at work, Katherina enjoys reading, cooking, and learning Italian, which happens to be her fourth language!

INTRODUCTION

None of us expected such a drastic change in our lifestyles: COVID-19 certainly did not leave any of us untouched. While we have adapted and now feel more comfortable with remote work, most of us still forget to acknowledge the active threats we continue to face…

As individuals, companies, and various organizations, we have extensively prepared and accounted for heavily relying on technology for safe, smooth sailing. However, many of us failed (and continue to) exercise the necessary safety measures on working with technology from home.

Even if you do not realize it, you paste your personal information online practically daily... Be it from your mobile device, your laptop, and/or other workstation, you are a target. Even if you believe you have the strongest online protection, **you are still a target**.

WHY IT MATTERS

Becoming technology-dependent has made us all increasingly susceptible to any and all cyber-attacks.

With such high risks and lack of awareness, you practically, and unknowingly, hand over all your valuable data, credentials, and information to cyber criminals.

Don't fall for ransomware, phishing scams, and cyber security attacks! Avoid any such technology disasters by learning and implementing the best measures in keeping your data and your devices safe, secure, and far, far away from harm's way.

CHAPTER 1

REMOTE WORK: THE DO'S AND THE DON'T'S

Just like in you did in your professional work-office environment, be sure to implement and practice the same safety measures in your current professional home-office environment.

DO:

Create strong and secure passwords on all your devices – both work and personal.
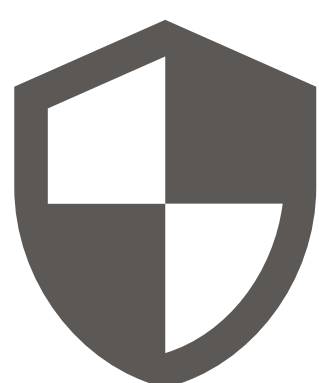
Familiarize yourself with your company's guidelines on bring your own device (BYOD) and remote work.

Do not use personal devices for work use and vice versa – do not use work devices for personal use.

Use a virtual private network (VPN) to log into company network to protect your valuable data.

Ensure all personal devices have anti-virus and anti-malware software enabled.
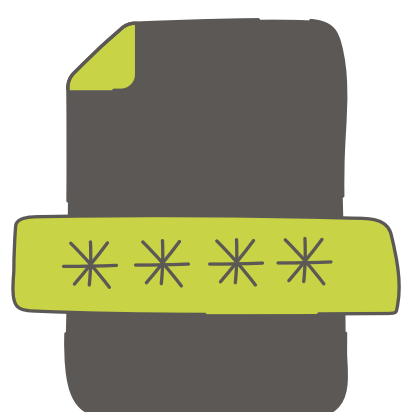
Avoid phishing scams.

DON'T:

Ignore your employer's/company's policies/guidelines on BYOD and remote work.
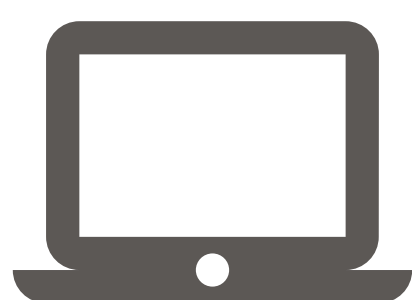
Allow anyone else to use your devices (i.e. family, friends).

Access your devices on public Wi-Fi without a VPN.

Use your default Wi-Fi router password.

Not update your router's firmware and ensure that the software on all your devices within your home network is up to date.

Send electronic payments without following your employer's/company's policies/guidlines on verifying payment requests.

CHAPTER 2

A GUIDE TO SUCCESSFULLY WORKING FROM HOME

Practicing the do's and don't's for safe technology *alone* doesn't make for successful remote work - you must also create your own secure home-office environment. Implementing both of these tactics is what makes you become your own secure IT department! The following are key practices for establishing such a remote work environment:
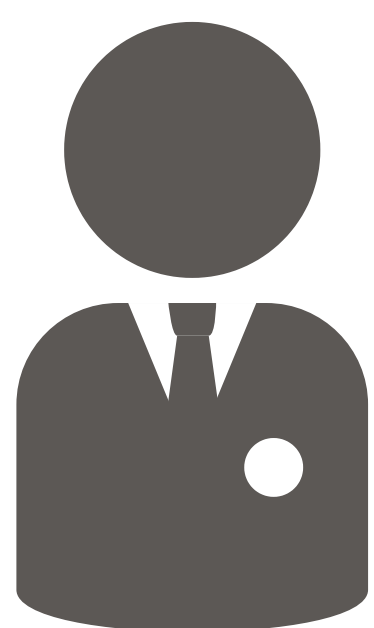
EXPECTATIONS

Understand and practice what your employer expects from you; always (and immediately) voice any questions and/or concerns to your manager.

PRODUCTIVE ENVIRONMENT

Create a dedicated space that separates work from home/personal, with little to no distractions.

PROFESSIONAL MINDSET

Continue your typical before-work routine to create a home-office environment as similar as possible to your old work-office environment (i.e. morning showers, grabbing a coffee from your favorite coffee spot, dress as you would for the office, etc.).

SCHEDULE

Continue to and/or have your average "begin" to "end" times each day, as you normally did with your regular work schedule.

BREAK PERIODS

Remote work does not meet your day is 100% centered around work – be sure to set up times to take active breaks, including eating lunch and going for walk(s).

CONNECT WITH CO-WORKERS

With your new office feeling more empty than before, be sure to check in with your colleagues on a weekly (if not daily) basis for personal and professional conversations!

So...why is it *really* so important to implement such technology security steps for your remote work environment...?

A recent study (July 2020) on security of remote work concluded:

- **51% of organizations lack control into file-sharing applications.**
- **Only 9% of organizations have cloud-based, anti-malware software solutions in place.**
- **46% of organizations have already experienced high increase in phishing attacks.**

With more organizations making remote work a viable option and more people preferring it, acknowledging and implementing the right security measures for technology use is especially important now more than ever.

At **CW Technology**, our cyber security services go above and beyond than protecting a business's IT department. We are here to help you feel safe and secure when working from home, and support all your IT needs.

If you are worried about cyber security threats to your business and/or any of your technology devices, contact us today to discuss how we can implement the optimal security processes and tools for you!

Duluth, Minnesota

5614 Grand Avenue, Duluth MN 55807
(218) 728 - 6000

Plymouth, Minnesota

2415 Annapolis Lane N, Suite 100, Plymouth MN 55441
(952) 544- 5400

Grand Rapids, Minnesota

212 N Pokegama Ave., Grand Rapids MN 55744
(218) 728 - 6000

8