

15

ways to make remote and hybrid work secure, convenient, and stress-free.

New to remote or hybrid work? If you're transitioning to a remote or hybrid work schedule, this checklist can help you put processes in place to make your experience more secure, reliable, and enjoyable.



Take a picture of your computer setup before you take things to your remote work location.



Install updates.



Update antivirus and anti-malware tools, too.



Uninstall unnecessary software from your personal computer.



When in doubt: See something, say something ASAP.



Turn off automatic connections on your WiFi.



Separate your network.



Lock your computer.



Create a different user account for family and/or friends.



Use a password manager.



Ask your IT person about securing the DNS settings on your personal computer.



Keep your phone software updated.



Ensure secure browser configuration.



Check with your IT team to make sure your data is being backed up!



Think twice.

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