

1. Lock your computer



CYBERSECURITY SUMMER 1

LOCK YOUR COMPUTER

Ensure Personal Accountability Protect Confidential Information

Avoid Accidental Changes or Deletions Mitigate Insider Threats

Maintain Professionalism Prevent Malware Installation

Prevent Unauthorized Access

Our cybersecurity, Everyone's accountability

for more **INFO and TIPS**

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In summary, locking your computer when you leave your desk is a simple yet effective practice to safeguard sensitive information, comply with security policies, and maintain a secure and professional work environment.

IE CYBER SECURE

1. WHY IS THAT SO IMPORTANT?

1. Prevent unauthorized access
 - Locking your computer prevents unauthorized individuals from accessing sensitive information, emails, documents, and applications. Although much information is not really strictly confidential, it's a good attitude treating it with discretion. This is crucial to protect both personal and company data.
2. Protect confidential information
 - We often handle confidential information, including client data, financial records, and internal communications. Locking your computer ensures this information remains secure and is not exposed to prying eyes.
3. Avoid accidental changes or deletions
 - An unlocked computer can be tampered with accidentally. Someone could inadvertently change, delete, or move important files, leading to data loss or confusion.
4. Mitigate insider threats
 - Not all security threats come from external sources. Locking your computer helps protect against potential insider threats from colleagues who might misuse access to your system. Note that we often have visiting customers in house.
5. Maintain professionalism
 - Locking your computer demonstrates a commitment to security and professionalism. It shows that you take your responsibilities seriously and understand the importance of protecting company assets.
6. Prevent malware installation
 - An unlocked computer is more vulnerable to malicious software installations. By locking your computer, you reduce the risk of someone installing malware or other harmful programs while you are away.
7. Ensure personal accountability
 - If your computer remains locked, it is easier to track actions performed on your account, ensuring that any suspicious activity can be traced back to the responsible party.

2. IN SUMMARY

Locking your computer when you leave your desk is a simple yet effective practice to safeguard sensitive information, comply with security policies, and maintain a secure and professional work environment.

3. TIPS & TRICKS:

- Windows Key + L
- Start Menu / Profile Icon / Lock
- Ctrl + Alt + Delete / Lock
- Automatic Lock: Configure your computer to lock automatically after a certain period of inactivity. This can be done in the settings under power or security options.
- Screensaver Lock: Enable a screensaver that requires a password when deactivated.



Together we keep Intersoft Electronics cyber secure

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