**Work Securely Everywhere**

These small actions make a big difference, no matter where you do your work.

### Apply Updates
- Set your software to update automatically and reboot weekly. Commonly used malware won't work on an up-to-date computer.
- Update the security settings on your personal devices using security.harvard.edu/personal-device-security-guides

### Use Strong Passwords
- Create unique passwords for:
  - **Home Wifi** - This password keeps people off your network, so don't get stuck using the default.
  - **Computer** - This password keeps your work private while you're away from the keyboard.
  - **Online services** like email and social media.

Too many passwords to remember? Let a password manager do the work for you. Get started at security.harvard.edu/LastPass.

### Know Your Data
- Connect to Harvard's VPN while working. Like clicking your seatbelt before driving, connecting to VPN gives you peace of mind that:
  - No one can view or edit what you send to Harvard's Network.
  - World class security tools can detect suspicious activity.
  - Websites known to be used for cyber attacks are blocked.

### Click Wisely
- Watch out for scams. Phishing messages are designed to make you feel anxious, unsure, and reactive. Trust your gut. When something feels off, skip the link and go to the source.
- **Sensational Headline?** Do a web search for the headline or go to a trusted news source directly.
- **Urgent IT Alert?** Check your support website or contact support to confirm changes.
- **Odd request from someone you know?** Call or text to verify the message is legit.

Forward phishing emails to phishing@harvard.edu. Quick reporting from savvy people at Harvard has saved others in the past!

### Remote Work Tools
- **Zoom Meetings**
  Connect with your coworkers in real time.
  harvard.zoom.com
- **Office365**
  Outlook, Office, OneDrive, and more are available online or download the apps.
  mso.harvard.edu
- **Google Suite**
  Google Docs, Drive and more
  g.harvard.edu
- **Phone**
  Answer your Harvard phone anywhere.
  phone.harvard.edu
- **Harvard's Virtual Private Network**
  Get Harvard security and network resources no matter where you connect.
  vpn.harvard.edu

### Support
- **HUIT Support**
  huit.harvard.edu
- **Other IT Support**
  harvard.service-now.com/harvard-it-services
- **Remote Work Portal**
  huit.harvard.edu/remote
- **Harvard Information Security**
  security.harvard.edu
- **Human Resources**
  hr.harvard.edu/flexwork

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**Sensational Big Difference.**

*You help keep Harvard secure.*