

# 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](https://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](https://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](mailto: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](https://harvard.zoom.com)

### Office365

Outlook, Office, OneDrive, and more are available online or download the apps.  
[mso.harvard.edu](https://mso.harvard.edu)

### Google Suite

Google Docs, Drive and more  
[g.harvard.edu](https://g.harvard.edu)

### Phone

Answer your Harvard phone anywhere.  
[phone.harvard.edu](https://phone.harvard.edu)

### Harvard's Virtual Private Network

Get Harvard security and network resources no matter where you connect.  
[vpn.harvard.edu](https://vpn.harvard.edu)

## Support

### HUIT Support

[harvard.service-now.com/ithelp](https://harvard.service-now.com/ithelp)

### Other IT Support

[harvard.service-now.com/harvard-it-services](https://harvard.service-now.com/harvard-it-services)

### Remote Work Portal

[huit.harvard.edu/remote](https://huit.harvard.edu/remote)

**Harvard Information Security**  
[security.harvard.edu](https://security.harvard.edu)

### Human Resources

[hr.harvard.edu/flexwork](https://hr.harvard.edu/flexwork)

