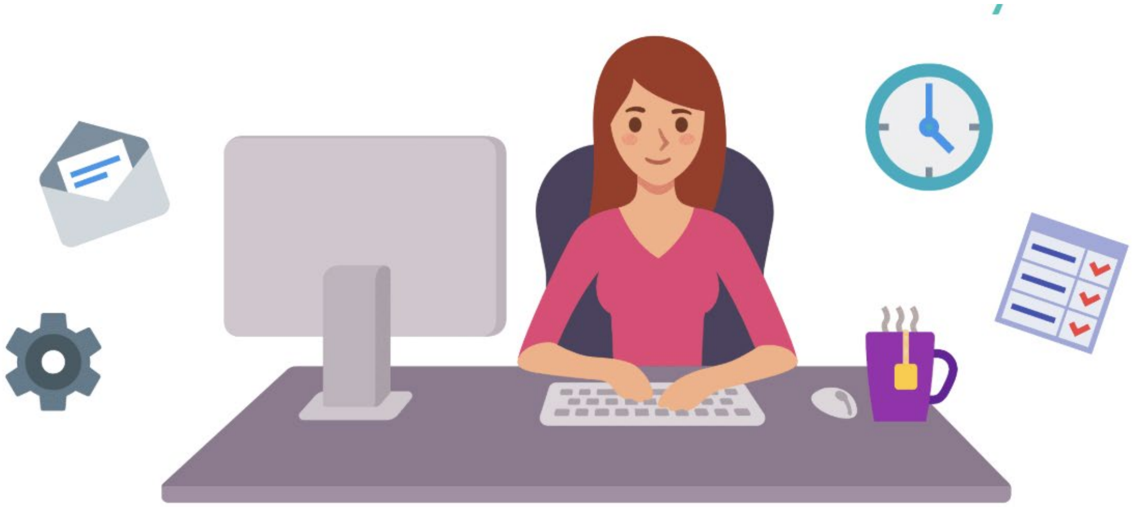
10 tips to safely work remotely



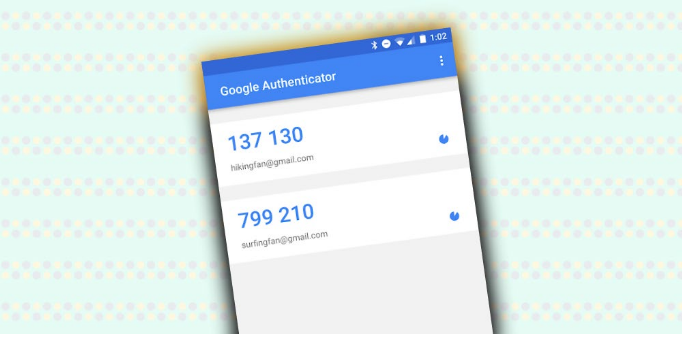
1. **Phishing scams are rife**
   Beware of phishing scams targeting remote workers with sensational or emotional messages. Without your colleagues around you, you need to be extra vigilant of both email and phone scams. Report any suspicious messages to the IT Helpdesk by logging an online call.

2. Be extra careful of **fake news and malicious websites** taking advantage of newsworthy events.

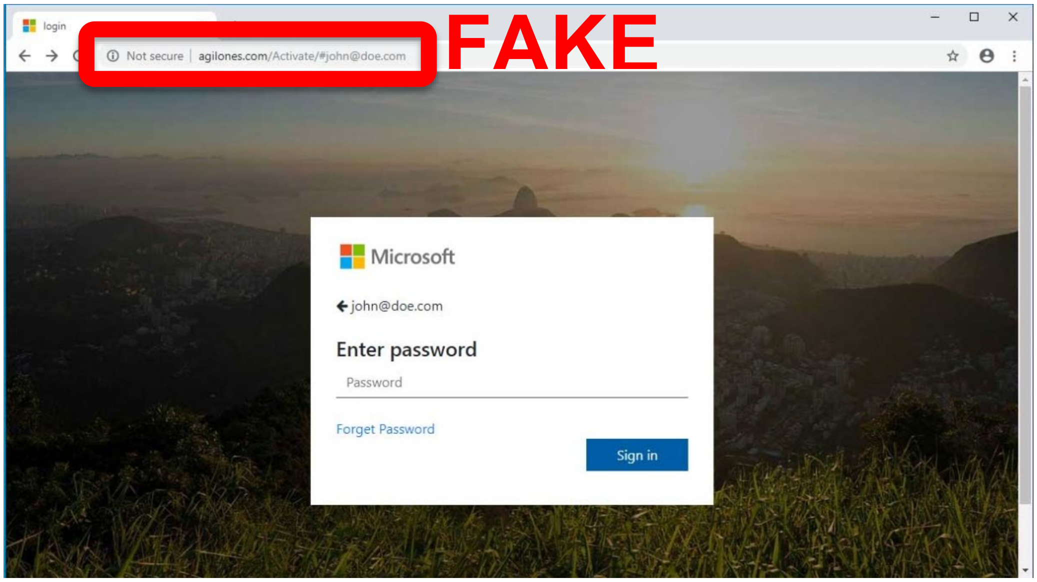
Do not visit www.coronavirus.com!

3. **Your passwords are the key to the kingdom** without the company network to protect you, the power now lies squarely in your hands, or your passwords. Make sure your password for each critical site is strong and unique.

4. **Use Multi-Factor Authentication** wherever possible. This is combining your username and password with something that you own, such as a One Time Password app on your phone.



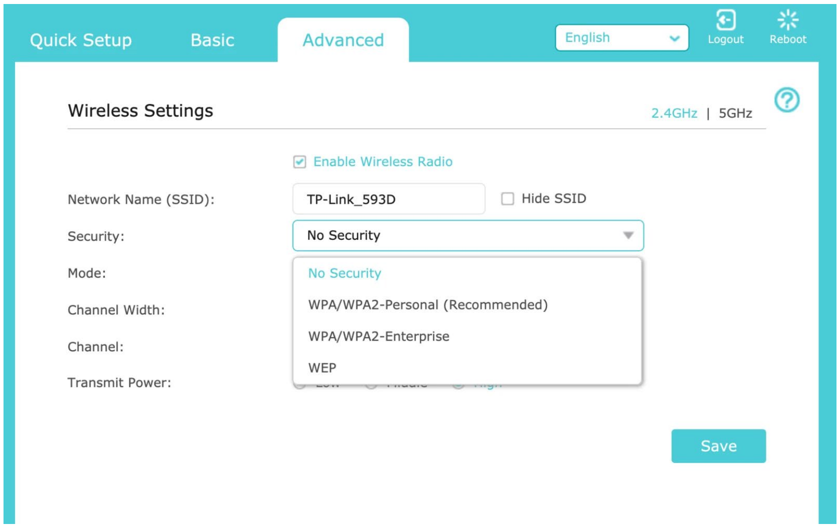
5. **Don't fall for "credential phishing" attacks**, where scammers trick you to hand over your username and passwords. Best is to not ever click on links asking you to update details. Rather bookmark the sites you frequently visit.



6. **Apply all basic security features** Keep your operating system, plug-ins and anti-virus software up to date and apply security patches when necessary.

7. **Secure your home WiFi network** There are 2 basic must-dos to set this up securely: Change your default router password. If you're still using "admin/admin," "admin/password" or something similar to log into your router itself. Change that.

   Next, when setting up a password for your WiFi network, make sure you choose **WPA2.** And whatever you do, do not run a WiFi network without a password.



Wireless Settings

☑ Enable Wireless Radio

Network Name (SSID): TP-Link_593D ☐ Hide SSID

Security: No Security

- No Security
- WPA/WPA2-Personal (Recommended)
- WPA/WPA2-Enterprise
- WEP

Mode:

Channel Width:

Channel:

Transmit Power:

8. **Keep your work environment private** Keep your home environment safe and ensure nobody is allowed to access your work computer, including your family and kids. Others could unintentionally download malicious software or access files they shouldn't see. Ensure that your work conversations remain private.

Avoid printing at home, and if you must, make sure you lock sensitive documents away and shred them before discarding them.

9. **Use a VPN.** Using a virtual private network (VPN) provides a secure tunnel for all your internet traffic, preventing criminals from intercepting your data. Find out more about the UCT VPN at http://www.icts.uct.ac.za/AnyConnect.

10. **Read your policies**. They are there to keep you, the company and our data safe. In turn, this allows you to work in the comfort of your PJ's and slippers. You are our strongest line of defence so remember to remain super vigilant

Thanks for keeping UCT safe while working remotely.