



## Quick Guide to Cyber S.E.C.U.R.I.T.Y.

T&M recommends these simple tips to protect your data using the Cyber S.E.C.U.R.I.T.Y. method.

**Y**early Review – Dedicate time annually both at home and in your business to review your digital information. Delete or archive files you no longer need, review phone and computer apps to only keep ones you use, and review privacy and security settings for all apps.

**T**hink Before You Post Online – Stop and think before posting information or pictures on social media. Always assume anything posted online will remain indefinitely and can be seen by anyone in the world.

**I**dentify Phishing Emails – Confirm the sender of an email before clicking on links or opening attachments in an email. If any links or attachments appear to be suspicious or are received without solicitation, contact the sender by phone to confirm the email is legitimate.

**S**ecure Your Devices – Enable passwords and a timeout lock on all devices. Always keep your devices and apps updated.

**E**nable Multi-Factor Authentication – Enable multi-factor authentication on any accounts that store or transmit sensitive data.

**C**onnect Safely to Public Wi-Fi – Avoid connecting to public Wi-Fi, if possible. If you must connect, utilize a VPN and avoid using any apps or websites that transmit sensitive data, such as financial information.

**U**tilize Multiple Email Accounts – Use different email addresses for consequential and non-consequential accounts. For example, banking accounts should be associated with a different email address than social media accounts.

**R**emarkable Passwords – Use passwords that are long, simple and memorable such as a favorite song lyric or a poem verse. In addition, consider using a password manager to store all of your passwords.

