Cybersecurity Best Practices

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True North ITG, Inc. 16504 9th Ave SE, Suite #203 Mill Creek, WA 98012 Phone: 1.800.372.1660 Fax: 425.743.3765 Email: gethelp@truenorthitg.com

To help prevent your company network from becoming infected with ever evolving cybersecurity threats, observe the following best practices:

Workstation

- Use only your password to access the workstation
- Avoid using personal email in the organization's network
- Do not open attachments, links, or emails from unrecognized sources
- Notify IT immediately if your computer finds a virus
- Only install software with IT approval
- Do not use email for spam, harassment, unauthorized use, or forging
- Do not open unexpected or unsolicited email. Common examples are UPS, IRS, FBI, and even Voicemail and Fax messages.
- Do not send confidential information through webmail like Hotmail, Yahoo, or Gmail.

Internet Use

- Use safe and appropriate websites only
- Do not click web pop-ups except to close

What To Do If You Suspect Infection

If you suspect something is not right and you are getting pop-ups, or your computer is acting strange after opening a file, link, or email:

1. **Validate** – Did you open a file, or email prior to the event?
2. **Document** – write down what you experienced
3. **Escalate** – call your manager or IT to enter a ticket
4. **Be Available** – True North or your IT department may need your help.

IF YOU DON'T RECOGNIZE THE SOURCE, DON'T OPEN IT!

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