

# Simple steps for secure home computing

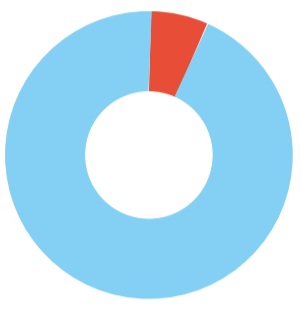
Today, more people are trading their morning commutes for the freedom and flexibility of working from home.



In a recent survey of global workers with online access...

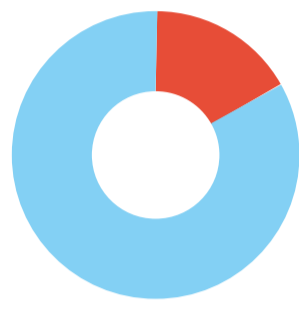
7%

said they telecommute every day.\*



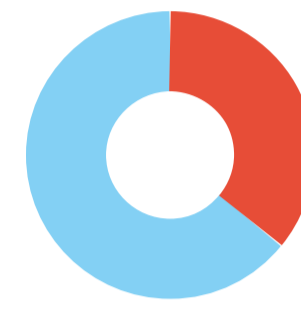
17%

said they telecommute frequently.\*



34%

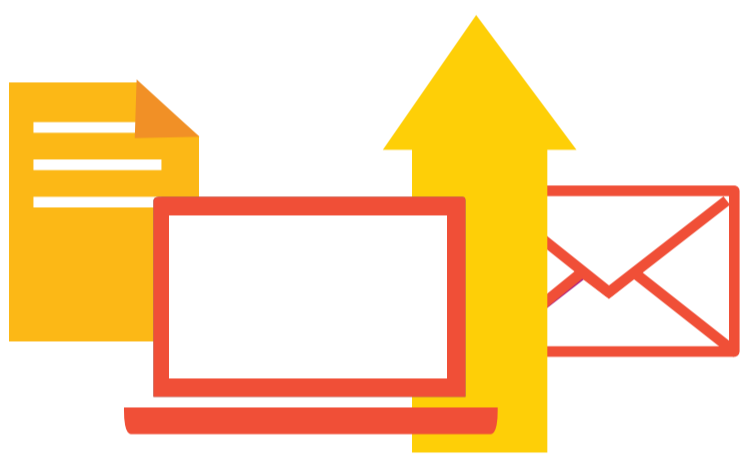
said they would telecommute if they could.\*



The benefits are clear.

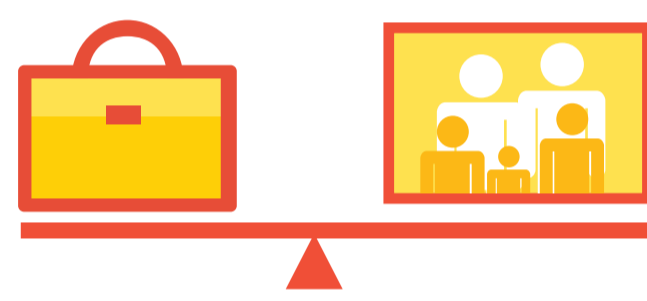
65%

said telecommuting increased productivity.\*



78%

said telecommuters are better able to achieve balance between work and family.\*



But with these benefits comes responsibility for keeping your work safe and secure.

Here are 5 simple tips for safer home computing:



## Keep an organized workspace.

Keep a clean desk, secure work files in a lockable cabinet and be mindful of sensitive information when at home or when working in a public place.



## Follow your employer's policies.

No matter where you are working, remember to follow your company's security practices – including policies for cloud, mobile and social computing.



## Back up your data and store it securely.

Test your backup solution from time to time to make sure it's working, and keep your devices, computers and backup drives in a safe place.



## Keep software up to date.

Keep security software on your home and work computers current and install security patches as soon as possible.



## Secure your home network.

Configure your wireless networks with strong encryption - preferably WPA2 with Advanced Encryption Standard (that's tech speak for "really good security.") Change the default password to something that's hard to guess.

By following these *secure computing practices*, you can *better protect yourself* when computing from home.

