# Click Thinking Spotlight

## Web browsing at work

When using the internet at work it's important to protect your company from the dangers of going online. The following tips will help you steer clear of threats.

- Understanding that danger can lurk anywhere is the first step toward safer workplace browsing.

- Visiting an infected website or clicking on a malicious link can open your business up to malware downloads, ransomware attacks, phishing attempts and a host of other cyberthreats.

- Most companies have Acceptable Use Policies that outline what types of sites you can visit and what activities you can conduct using work devices. These protect both you and the company.

- If you don't know your company's web browsing policies, ask your manager or human resources to provide them.

- While you're free to browse wherever you'd like on personal time and equipment, understand that some sites, like gaming, gambling, social media and adult sites fall well outside the boundaries of acceptable workplace use.

- As a rule of thumb, if you wouldn't want your supervisor to see it in your browsing history, don't visit during work.

- When you fail to follow the guidelines for workplace web browsing you open yourself and your company up to all kinds of risk.

- Even a quick visit to an off-limits site can result in malware being downloaded to your work computer without your knowledge—and possible disciplinary action for you. **Don't risk it.**



**Web Browsing and Work**

For the animated training module on this topic, see your manager or information security contact.