

CLICK THINKING

Quick insights for protecting yourself and your company from online threats



spotlight TRAVEL and OUT OF OFFICE

When you travel for business, it pays to remember cybercriminals are always watching.

Business travel is a fact of life. Take these tips with you to keep your information cyber safe.

WHAT YOU NEED TO KNOW TO PROTECT YOURSELF

- Leave a simple email out-of-office message. The less detail a scammer can use to spear phish you or your company, the better.
- If you feel the need and your system allows it, leave a more detailed out-of-office message for internal employees only.
- Download software or operating system updates before you leave. If a device prompts you to update your system while you're away, check with your tech team first. It may be malware in disguise.
- Use the company VPN for all business correspondence. If you must use public wifi, only visit sites with the HTTPS protocol indicated by the padlock symbol in your browser. Log out when finished.
- Be wary of shoulder surfers—thieves that steal confidential information for later use. Changing passwords when you return can further protect you.
- Set screen locks on mobile devices to engage after five minutes of inactivity or less.
- Disable all wireless services when not in use.