



TOP SECRET

# CLASSIFIED INFORMATION

Label the information you create as *public*, *restricted*, *confidential* or *strictly confidential* so everyone knows how to handle it.

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# TOO GOOD TO BE TRUSTED



Hackers can intercept communications sent over public Wi-Fi. Keep your online activities private and secure by using encrypted connections such as HTTPS, multi-factor authentication and virtual private networks (VPN).

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# SEAL THE DEAL

Encrypt and sign your emails to protect sensitive data.



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# SPOT THE FAKE



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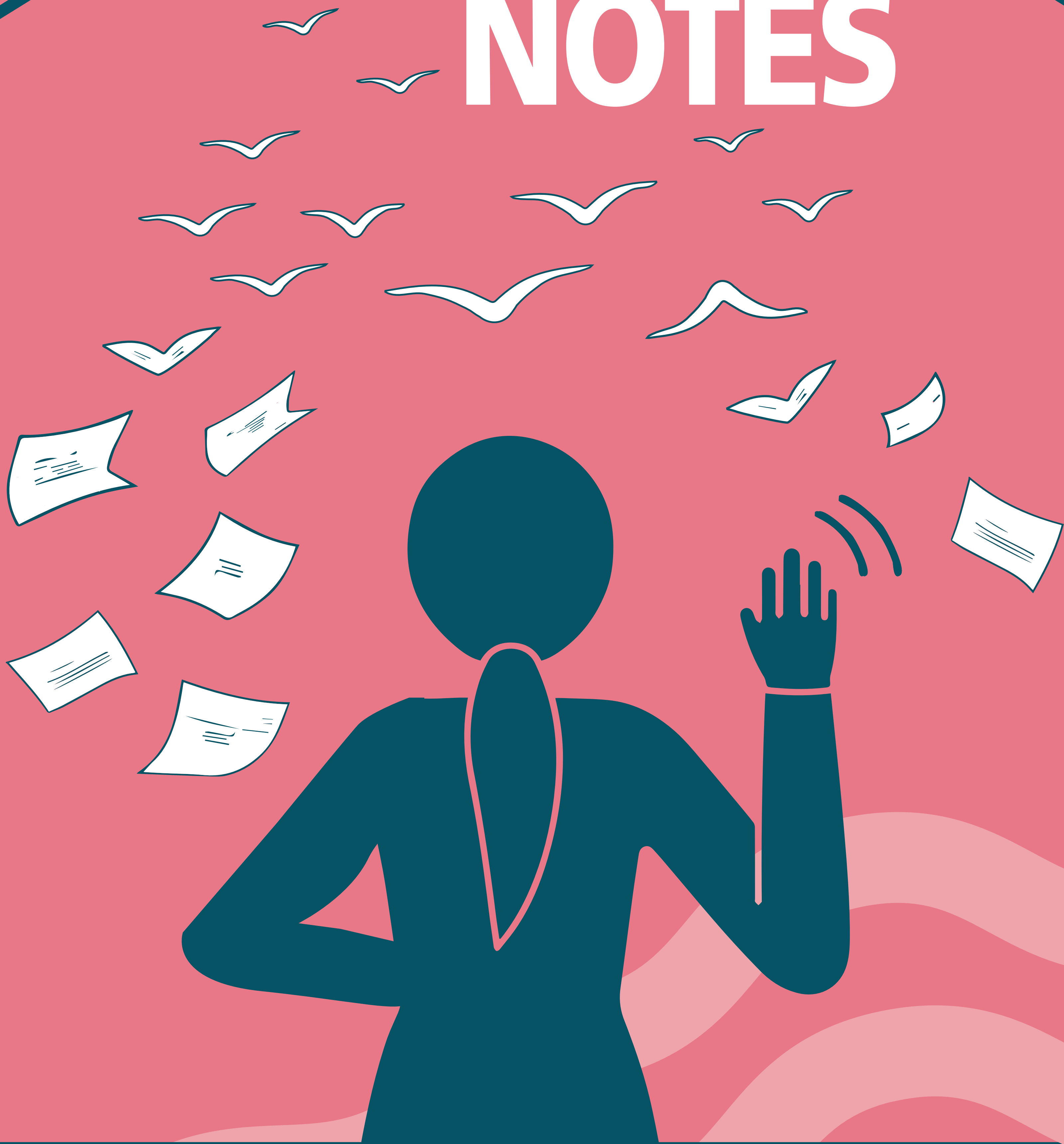
Watch out for phishing websites that imitate familiar sites to fool you. Verify the URL and content. Look out for misspellings or variations and check for HTTPS encryption before sharing data.

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# BYE-BYE STICKY NOTES



Store your login credentials in a password manager.  
It's a convenient and secure way to access your accounts  
and keep passwords from being lost or compromised.

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# SMELLS PHISHY?



An odd sender address, link or file and generic content are signs of phishing. Trust your gut and don't click on any links or files if you have a bad feeling. Check the source or delete the email.

# TWO ARE BETTER THAN ONE



Two-factor authentication (2FA) adds an extra layer of protection to your account, making it much harder to hack. Enable 2FA today!



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# AN UPDATE A DAY KEEPS THE MALWARE AWAY.



Updates fix security flaws and protect you and our data. Check for updates regularly and run them.

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# OFF ON AN ADVENTURE?

## ...LOCK YOUR SCREEN FIRST.



Remember to hit Windows key + L, store sensitive paperwork and lock your office when leaving — even for a quick break. Unprotected information can easily fall into the wrong hands.



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# YOUR DOG'S NAME IS NOT A STRONG PASSWORD.



Strong passwords use lowercase & uppercase letters, numbers and special characters. They are unrelated to keyboard patterns and do not contain personal details.