



WORKING FROM HOME

IT SAFETY AND SECURITY



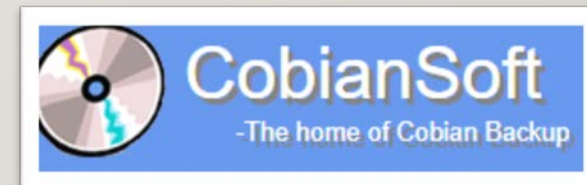
CHALLENGES OF MOBILIZING

- VPN enrollment and installation
- Use of employee personal devices
- Home internet instability
- Unavailability of essential items to purchase (laptops, webcams, etc)



DATA BACKUP

- Have a data backup program in place.



INSTALL A FIREWALL

- Install and activate a firewall on your computer



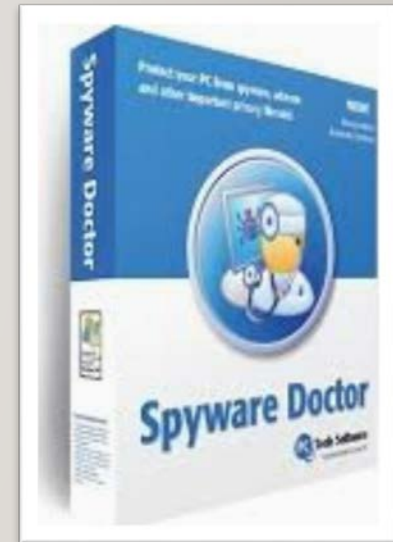
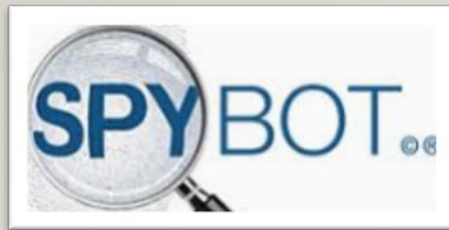
INSTALL AN ANTI-VIRUS PROGRAM

- Install and regularly update an anti-virus program.



INSTALL ANTI-SPYWARE/ANTI-MALWARE

- Install and regularly update an anti-spyware/anti-malware program.



UTILIZE A SPAM FILTER

- Utilize a spam filter for every computer.



PASSWORD POLICIES

- Enable password activated screen savers
- Do not share passwords
- Passwords should be at least 8 characters, combination of uppercase, lowercase, letters, numbers and special characters
- **Example 03 | 4gMd | oce\$e**
- Use a password management program
- Do not use the same password for multiple sites or applications



ONLINE BANKING SECURITY

- Utilize a stand-alone computer for your parish online banking
- Do not access any other internet functions from this computer including email.
- If you are making an exception to the above rule, I recommend having your finance council OK this.



OPERATING SYSTEM UPDATES

- All of the information that I have provided on antivirus, anti-malware etc., depends entirely on having a fully updated operating system. Currently Windows 10.



COMMUNICATION

- It's important to communicate with parishioners during these times. Below are a few ways of communicating with your members.
- Social networking
- Email
- Marketing services
- Video Conferencing



OTHER CONSIDERATIONS

- Watch for phishing emails.
- Secure your home wireless network with a long passphrase and select WPA2.
- Remove the “default” vendor password from your wireless router.
- Don’t work from public networks.
- Keep work and personal accounts separate.
- Think before you click!



THANK YOU!

- This Powerpoint will be available for your use.
- Please browse the Diocese website for additional material.
- Feel free to reach out to me at gmler@dmdiocese.org

