



FocusDataSolutions

Focus on your business.
We'll focus on your IT

SPRING CLEAN YOUR IT



Store Files on the **Server** Instead of on your workstation or laptop



Verbally Verify email requests to transfer funds via wire or purchase gift cards



Reboot Computer at least once a week, whether it needs it or not



Change Passwords often



Patch & Update home (personal) computer to protect corporate computers when using the VPN or remote into the corporate network



Confirm that the Email Address confirm that the email address of the name in the "from" email field matches what would be expected from a coworker



Do not put **Sensitive** company information on social media



Keep Personal, security-risk information, like passwords and bank account numbers, out of email/text correspondence



Add a Passcode to your Cell Phone



FocusDataSolutions

Call Focus Data Solutions if something just looks/acts/seems off — 703-836-0080 or visit us at focusdatasolutions.com