

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

SPRING CLEAN YOUR



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



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

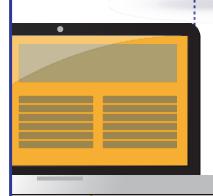


Reboot Computer at least once a week, whether it needs it or not



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



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