



Cybersecurity made simple

Document sharing

- Use shared drives / SharePoints where possible
- Use encryption / passwords when dealing with sensitive documents
- Avoid printing unless absolutely necessary

Common features of phishing emails

Too good to be true



Lucrative offers and eye-catching or attention-grabbing statements are designed to attract people's attention immediately.

Sense of urgency



A favourite tactic amongst cybercriminals is to ask you to act fast because the super deals are only for a limited time.

Hyperlinks



Hovering over a link shows you the actual URL where you will be directed upon clicking on it.

Attachments



If you see an attachment in an email you weren't expecting or that doesn't make sense, don't open it!

Unusual sender



Check the spelling of the sender's email address e.g. xxx@hsbc.com compared to xxx@h5bc.com.

To



Were you copied in on an email sent to one or more people, but don't personally know the other people it was sent to?



Did you receive an email that was also sent to an unusual mix of people? For instance, it might be sent to a random group of people at the organisation whose last names start with the same letter, or a whole list of unrelated addresses.

Cybersecurity

A short guide on response and recovery

[Small Business Guide: Response & Recovery](#)

Top 5 things you need to **STOP** doing on your mobile phone now!



1. **STOP** turning off auto updates for operating systems and apps!

Keep Operating Systems (OS) and apps patched and up-to-date. It is the easiest way to protect data.

2. **STOP** using weak or non-existent device lock & passwords!

Complex passwords or passphrases protects both prying eyes in general and access to files and your data.



3. **STOP** clicking links in email OR social media OR unknown senders!

Social media phish is a very effective way to trick users. If in doubt - don't click!

4. **STOP** downloading apps outside Apple and Google stores

There are tons of fake apps posing as real and legitimate apps. Use only official app stores!



5. **STOP** connecting to random Wi-Fi hotspots!

It is best you either know the Wi-Fi you are connecting to, or use a VPN on your device.

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