



Cybersecurity Checklist

PORT::ZERO Cyber Solutions



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Password Security

- Use strong, unique passwords (12+ characters of letters, numbers, symbols)
- Never reuse passwords across accounts
- Enable Multi-Factor Authentication (MFA)
- Use a password manager

Email & Phishing

- Think before clicking links or opening attachments
- Verify sender addresses carefully
- Report suspicious emails to IT/Security immediately
- Avoid providing personal information via email

Safe Browsing Habits

- Check for "https://" before entering data
- Avoid downloading files from untrusted websites
- Use a VPN when on public Wi-Fi
- Use pop-up/ad blockers and trusted extensions

Device & Software

- Keep systems and applications updated
- Enable automatic updates and patches
- Lock your screen when away from your desk
- Use endpoint protection and firewall software

Data Protection

- Regularly back-up important files securely
- Store sensitive data only in encrypted locations
- Shred or delete unneeded documents securely
- Be cautious about what you share online

Awareness & Training

- Complete cybersecurity awareness training annually
- Stay alert to new scams and attack trends
- Encourage coworkers to practice good cyber hygiene
- Remember: Security is everyone's responsibility!