



CYBER SAFETY QUICK REFERENCE

Your one-page guide to staying safe online — Print it. Post it. Follow it.

Vanguard Bear

⚠️ SPOT A PHISH IN SECONDS

- **Urgent / threatening language**
"Your account will be closed in 24 hours!"
- **Sender address looks off**
support@amaz0n-help.com ← not Amazon!
- **Unexpected attachments or links**
Hover before you click. Check the real URL
- **Requests for passwords or payment**
Legit companies NEVER ask via email
- **Generic greetings**
"Dear Customer" instead of your actual name
- **Too good to be true**
"You've won \$10,000!" — No, you haven't.

🔑 PASSWORD RULES

- **12+ characters minimum**
Mix upper, lower, numbers & symbols
- **Use a passphrase**
"CoffeeMug\$unrise42!" is strong & memorable
- **Never reuse passwords**
One breach = every account compromised
- **Use a password manager**
IT-approved options: ask your admin
- **Enable MFA everywhere**
Text codes, auth apps, or hardware keys

✅ QUICK DO'S & DON'TS

DO Lock your screen (Win+L / Cmd+Ctrl+Q)

DON'T Leave your laptop open unattended

DO Verify requests by phone/Slack

DON'T Wire money based on email alone

DO Report anything suspicious

DON'T Assume someone else will report it

⚠️ IF SOMETHING SEEMS WRONG

- 1 STOP** Don't click, reply, or open attachments.
- 2 DISCONNECT** Unplug ethernet / disable Wi-Fi if told to.
- 3 REPORT** Contact IT immediately (see below).
- 4 PRESERVE** Don't delete the email. IT needs it.
- 5 DOCUMENT** Screenshot the message and note the time.

📶 SAFE BROWSING & WI-FI

- **Look for HTTPS (lock icon)**
No lock = don't enter credentials
- **Avoid public Wi-Fi for work**
Use VPN if you must connect remotely
- **Don't plug in unknown USBs**
Free flash drives can carry malware
- **Keep software updated**
Patches fix the holes attackers exploit

🕵️ SOCIAL ENGINEERING RED FLAGS

- **"I'm from IT, I need your password"**
IT will never ask for your password
- **Tailgating - someone follows you in**
Politely ask to see their badge
- **Pretexting calls from "the CEO"**
Verify via official channels first
- **QR codes in unexpected places**
Scan only from trusted, verified sources

REPORT AN INCIDENT

Contact your security team immediately.
Follow your organization's security incident reporting procedures.

When in doubt,
REPORT IT.