



## Calico Technologies

**Title:** Cyber Security Guide v.2019

**Date:** 1/21/2019

**Purpose:** To inform users of any Information Systems on latest best security practices.

**Audience:** A computer user.

### **Basic Guidelines:**

1. Where possible, use randomly generated passwords containing the following:
  - a. 13 Characters in length
  - b. 2 Symbols
  - c. 2 Numbers
  - d. Upper and Lowercase
2. Use Multifactor Authentication wherever possible.
3. Use device encryption. FileVault or BitLocker for example.
4. Make encrypted backups of your data often.
5. Verify every website and email before interacting with it.
6. Do not join unsecured wireless networks. (includes Bluetooth).
7. Be careful what you enter into the computer, someone is listening.
8. Patch your systems and software often.
9. Do not store passwords or sensitive information in any web browser.