

TELEWORK SECURITY OVERVIEW & TIP GUIDE

26 Million+ Americans work remotely

43 % of Americans work from home at least occasionally

82 % of workers want to work from home at least 1 day per week

8 Million people worked completely at home in 2017

42 % of those with an advanced degree perform some work from home

57 % of workers want to work from home at least 3 days per week

115 % increase in the remote workforce between 2005 and 2015

NIST
CYBER

6 BASIC TIPS*

1. Find out if your organization has rules or policies for telework and make sure you comply.
2. Protect your computer communications from eavesdropping. If you use Wi-Fi at home, make sure your network is set up securely. Specifically, look to see if it is using "WPA2" or "WPA3" security, and make sure your password is hard to guess.
3. If your organization has a VPN (virtual private network), use that on your telework device for stronger protection. If not, consider using your own VPN—you can find numerous providers online.
4. If you're using your own computer or mobile device (something not issued by your organization) for telework, make sure you've enabled basic security features. Simply enabling the password, PIN, fingerprint, or facial ID feature will prevent people from getting on your device should you walk away from it. Any PIN or password you use should be hard to guess.
5. Keep your computers and mobile devices patched and updated. Most provide an option to check and install updates automatically. Enabling that option can be a good idea if you don't want to check for updates periodically.
6. If you're seeing unusual or suspicious activity on any device you're using to telework (computer, mobile device, or home network) ask for help—better safe than sorry. Contact your organization's help desk or security operations center to report the activity.

*This list is not all-inclusive nor must you follow this order; select the measures that suit your needs

Statistics sourced from the U.S. Bureau of Labor and Statistics and a [CNBC article](#) from 2019.