



The Udaipur Mahila Urban Co-Op. Bank Ltd.



LETS CELEBRATE !!!
CYBER JAGROOKTA DIVAS- JULY 2022
ON
FIRST WEDNESDAY OF EVERY MONTH

CYBER SECURITY GUIDELINES FOR YOUR WORPLACE – DO'S AND DON'TS



DO'S

PASSWORD SAFETY –DO'S

- ✓ Password should be 10 characters long
- ✓ Use passphrases to remember it easily and difficult to crack
- ✓ Use special characters replacing the letters like a-@,s-\$,v-^,

Email Safety –Do's

- ❖ Don't open emails from someone you don't know or trust
- ❖ Avoid sending any sensitive information over email.

Mobile phone Safety

- When You leave your phone, always lock it
- Ensure that your apps are properly closed after usage.

Disable

Keep the GPS, Bluetooth,NFC and other sensors disable on your computers and mobile phones.
Enable when required.

Multi Factor Authentication

Use of an MFA factor like a thumbprint or physical hardware key means increased confidence that enhances your safety

CYBER SECURITY GUIDELINES FOR YOUR WORKPLACE – DO'S AND DON'TS

DO'S

PATCH/UPDATE

Keep your operating system with the latest updates/patches

BE CAUTIOUS MOBILE APPS

- ✓ Download Apps from official app stores of Google (for android) and apple (for IOS)
- ✓ Before downloading an App, check the popularity of the app and read the users reviews
- ✓ Avoid downloading any app which has a bad reputation or less user base.

BE CAUTIOUS IN CLICKING LINKS

Avoid opening any links through SMS or social media,etc. where the links are preceded by exciting offers or discounts ,etc. or may claim to provide details about any current affairs

ANTIVIRUS UPDATE

- ❖ Install antivirus software
- ❖ Ensure that the antivirus is updated with the latest virus definition ,signatures and patches

USE AUTHENTIC SOFTWARE

- ❖ Use authorized and licensed software only

Personal safety

- ❑ Don't share any sensitive information with any unauthorized or unknown person over telephone or through any other medium
- ❑ Don't use any unauthorized 3rd party video conferencing or collaboration tools for conducting sensitive internal meetings and discussion
- ❑ Don't disclose any sensitive details on social media .

Password Safety-Don'ts

- Don't use the same password in multiple services/websites/apps
- Don't save your passwords in the browser or in any unprotected documents
- Don't share system passwords or printer passcode or Wi-Fi passwords with any unauthorized persons

Do not plug in !

Don't plug-in any unauthorized external devices, including USB drives shared by any unknown person

Remote access safety

Don't use any unauthorized remote administration tools (ex: Team viewer, Ammy admin, anydesk,etc