



# Think Before You Click: A Simple Guide to Staying Cyber-Safe at Work

To stay proactive against cyber threats, watch for suspicious emails from unknown senders or misspelled addresses, urgent requests demanding immediate action, unusual links or attachments that should be verified before clicking, too-good-to-be-true offers like unrealistic deals or prizes, and poor spelling and grammar, which often indicate scams.



## Simple Steps to Stay Safe

1

**Use Strong Passwords:** Create unique, complex passwords and update regularly.



2

**Enable MFA:** Add extra security to protect accounts.



3

**Keep Software Updated:** Regular updates secure your systems.



4

**Report Suspicious Activity:** Notify IT or security of suspicious messages.



**Stay vigilant—think before you click!**

Share this guide and help create a safer digital environment today.