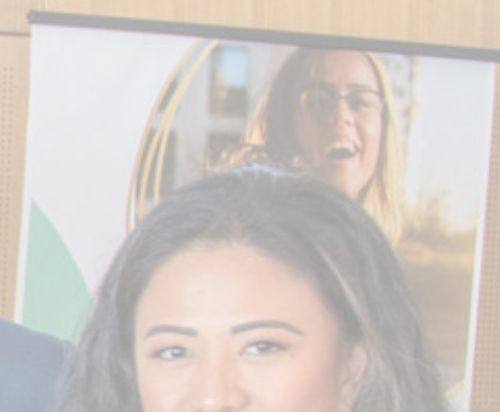


WELCOME

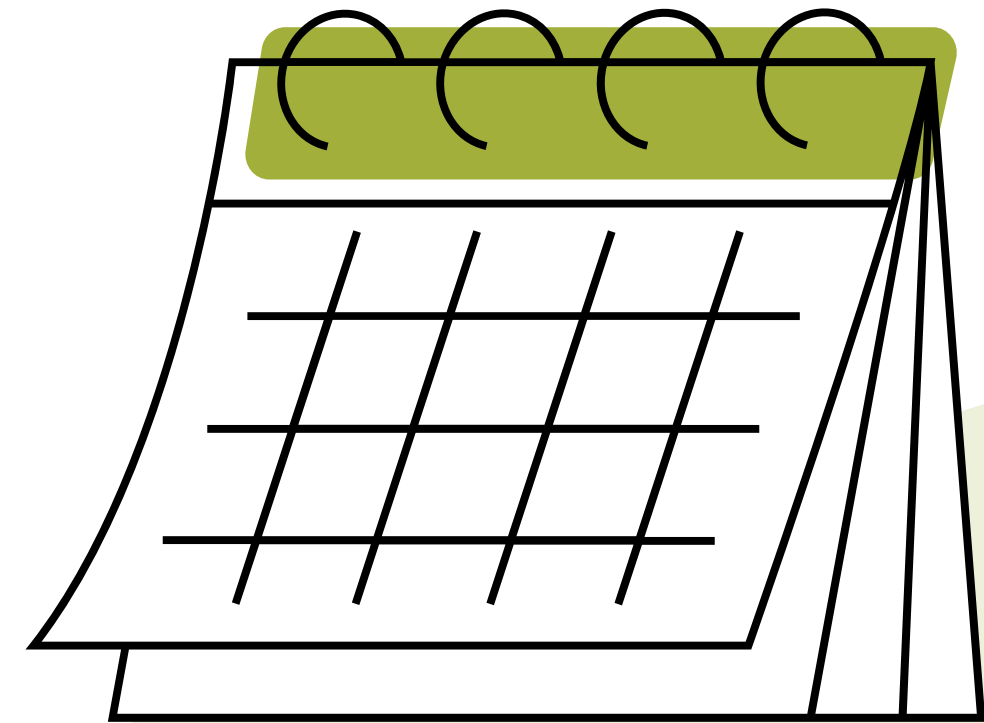
November techshop

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at makes
YOU
look good.



Welcome!

The 12 tech steps we recommend for a secure holiday closure and productive re opening in January.



1. Turn off equipment

>> This doesn't mean sleep mode, computers and monitors should be shut down and switched off at the power

2. Protect your passwords

>> Don't rely on auto fill in case you get a new device, or your memory because you have been on holidays, instead use a secure password manager such as Keeper

3. Change your voicemail

>> Ensure your landline voicemail lets callers know you are out of office or divert calls to your mobile

4. Setup your Out of Office

- >> Let people know when you'll be back on deck with an automatic reply.
- >> You may wish to include a phone number for people to call if their matter is urgent.

5. Update your Google Business Profile

>> Google Business Profile (formerly Google My Business) lets you update your holiday hours without changing your ordinary hours

6. Disaster Recovery

- >> If you are using Cloud to Cloud, you don't need to worry
- >> If you are using Backup Disks, make sure your full backups are taken off-site and that you have contingency

7. Physical security

- >> Store your computers and other devices in a locked cupboard
- >> Confirm your insurance is up to date

8. Check your UPS

>> As we approach storm season, you will need to ensure you have constant power

9. Run software updates

- >> This will strengthen your security
- >> No need to wait for updates to install on your first day back

10. Educate staff on phishing scams

>> Phishing and SMS scams peak over the holiday period while staff are off their A-game so notify them on what to look out for

11. Develop Incident Response Plan

>> If you are the victim of a breach or physical break-in, you want to know about it before you return from holidays.

12. Pay your IT bill

>> You don't want to be on credit hold if you need emergency help during the off-season

THANK YOU

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