

Security Checklist for Small Businesses

2021

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Take a Zero Trust approach to all incoming emails

Even mail that appears to come from a known sender could be a phishing attempt – be wary of unusual requests, poor spelling, discrepancies between the sender’s name and email address, and unsolicited attachments.

Treat links with caution

Hover your mouse over hyperlinks to assess whether the URL is legitimate. Be cautious of “unsubscribe” buttons, especially if they lead to a login page – use the “Report Spam” option instead.

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Use up-to-date antivirus software

Ensure your email security software is updated regularly to protect from the latest cyber threats.

Use an email spam filter

This filters for phishing or spam content and moves suspicious emails to a separate folder before they ever hit your inbox.

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Use strong, unique passwords and change them regularly

Common or reused passwords put you at risk of brute force and credential stuffing attacks. Favor a random mix of upper and lower case letters, numbers, and characters.

Enable Multi-Factor Authentication (MFA)

If your password is breached, MFA blocks unauthorized access to your account by demanding secondary proof of identity, for example through a push notification or one-time passcode sent to your mobile phone.

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Avoid accessing email on public Wi-Fi

Your information may not be encrypted, and could therefore be easily accessible to cybercriminals. Use a VPN instead.

Protect sensitive information

Do not leave your password lying around on paper or flash drives, and disable autofill on your browsers. Avoid providing your email address unnecessarily.

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Log out and lock up

When leaving your desk, be sure to log out of your accounts and lock your computer, and secure/lock the doors when leaving the office.

Regularly revisit security training

Cyber criminals are constantly evolving their modes of attack. User training ensures that your employees become your first line of defense rather than your weakest link.

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