Top 10
Security Tips to Keep You Safe Online

1 **Don't Plug In Unknown USB Devices**
USB drives can carry malware. Only use approved equipment.

2 **Use Your Own Login, Don't Share Credentials**
Even if it's faster to share, this puts the whole system at risk.

3 **Lock Your Screen Before You Walk Away**
Hit **Ctrl + Alt + Delete** (Windows) or **Control + Command + Q** (Mac) to lock up.

4 **Watch for Weird Messages or Alerts**
If your computer or machine shows a strange pop-up or error—report it immediately.

5 **Only Use Approved Software & Tools**
Don't install apps, visit unknown websites, or plug in personal devices.

6 **Double-Check Emails Before Clicking Links**
Emails pretending to be from the boss or IT might be phishing attempts.

7 **Keep Factory Equipment Software Updated**
If you're told an update is needed—don't delay. Old systems can be hacked.

8 **Don't Let Strangers in the Building or Shop Floor**
Even if they say they're "here for maintenance" —check with your supervisor.

9 **Report Lost or Stolen Devices Right Away**
Whether it's a phone, tablet, or laptop, even one missing device can be a big risk.

10 **Ask If You're Not Sure**
If something seems off —ask IT, security, or a supervisor. Better safe than sorry.

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