



Cyber Security Basics

A practical introduction to staying safe online, at work and at home. One-page summary.

The 10 things to remember

- 1 Security protects three things: confidentiality, integrity, and availability of information.
- 2 You don't need to be an interesting target; opportunists exploit whoever has an easy weakness.
- 3 Verify urgent or unusual requests through a second channel you already trust.
- 4 Never enable macros or content in an unexpected attachment.
- 5 Password reuse is the single biggest password problem; use a unique one per account.
- 6 A password manager plus MFA on important accounts stops most account takeovers.
- 7 Authenticator apps and passkeys are stronger than SMS codes; any MFA beats none.
- 8 Install updates promptly; most breaches exploit holes that already had a fix.
- 9 Follow 3-2-1 backups and test restores; an untested backup is just a hope.
- 10 Report anything suspicious immediately; speed matters more than certainty.