1. Strong Passwords
Always create complex passwords using a mix of uppercase, lowercase, numbers, and symbols.
Avoid using personal information such as birthdays.

2. Multi-Factor Authentication (MFA)
Enable MFA wherever possible to protect your accounts from unauthorized access.

3. Recognizing Phishing Emails
Do not click on suspicious links or attachments.
Verify the sender's address and report phishing attempts to security@company.com.

4. Device Encryption
Ensure all laptops and mobile devices are encrypted to protect company data in case of theft.