IT *Best Practices*

To help keep the office network secure and avoiding future attacks we need to do the following:

- Update the software we use
- Strengthen passwords
- Check for viruses
- Navigate networks responsibly
- Change the way we use Dropbox

UPDATES

Windows and ***Mac***

It is important that your operating system is as up to date as possible. Security vulnerabilities are found and patched and made available through updates.

Required Operating System Versions

Windows:

- Windows 10 with Anniversary Update (version 1607, build 14393.10 or newer)

Mac

- macOS Sierra (10.12)
- Mac OS X 10.11 (El Capitan)
- Mac OS X 10.10 (Yosemite)

BROWSERS

Google Chrome and *Firefox* are the your best options for a secure browser. Both browsers will alert you when they need to be updated.

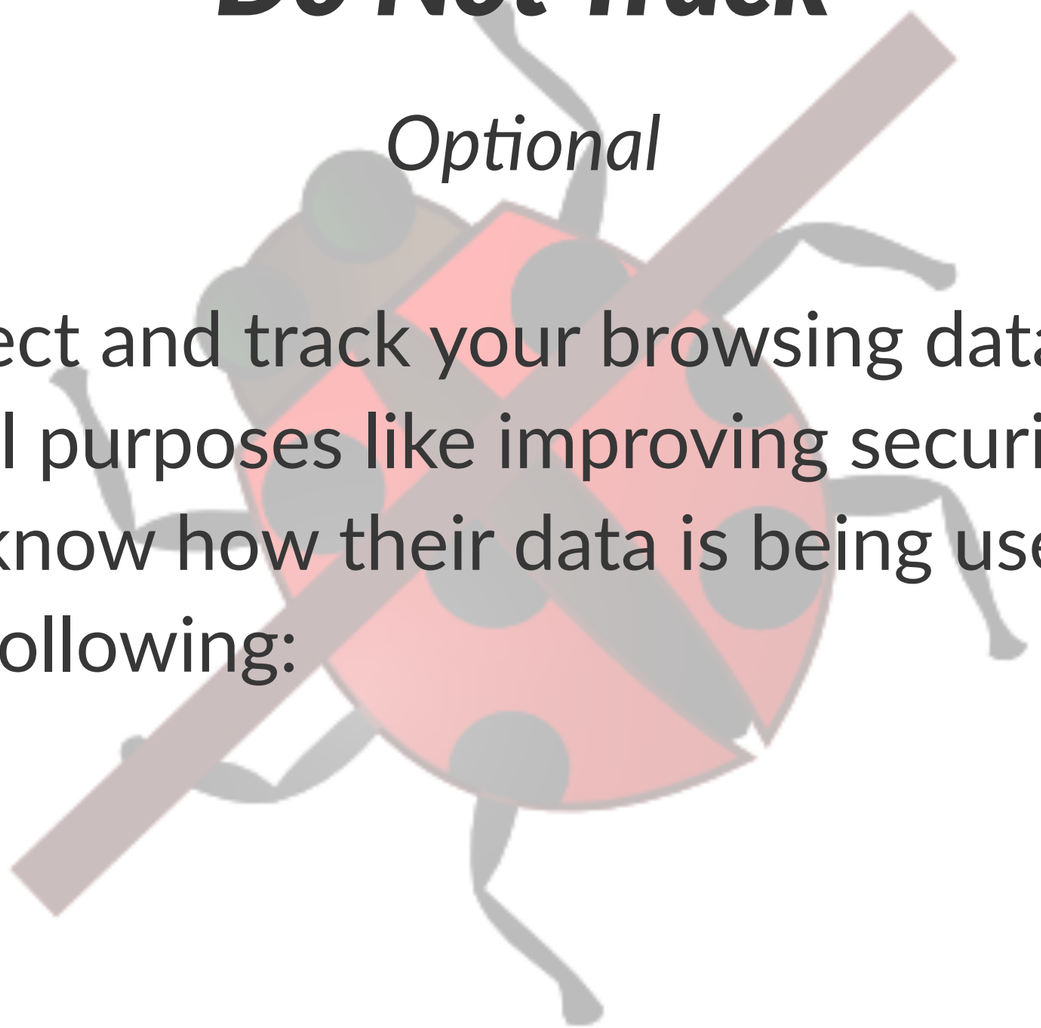
Edge should be avoided whenever possible. It's not that good.

BROWSER EXTENSIONS

- *HTTPS Everywhere* is a *Firefox*, *Chrome*, and *Opera* extension that encrypts your communications with many major websites, making your browsing more secure.
- *uBlock Origin* is a browser extension for *Chrome* and *Firefox* for content-filtering, including ad-blocking.

Do Not Track

Optional



Websites can collect and track your browsing data, which can be done for beneficial purposes like improving security but there is no way for a user to know how their data is being used. To enable *Do Not Track*, do the following:

In *Chrome*:

1. At the top right, click the three vertical dots and then **Settings**.
2. At the bottom, click **Show advanced settings....**
3. Under "Privacy," make sure the checkbox next to **Send a "Do Not Track" request with your browsing traffic** is selected.

In *Firefox*:

1. Click the menu button and choose Preferences.
2. Select the Privacy panel.
3. Check the box next to **Tell sites that I do not want to be tracked**.

PASSWORDS

Soon staff will be required to password protect their work computers as well as any personal computers used for work purposes.

Email accounts will also be made more secure by enabling 2-step verification. This adds another layer of security to your email account by protecting it with your password and your phone.

Additionally, we will be requiring much stronger passwords to access the server. These passwords ***should not*** be used for any other account, either for work or personal use.

Flash* and *Java

Adobe Flash and *Java* should ***always*** be up to date. Windows will inform you when there is an update available for *Java*. *Flash* will alert you through Windows when it needs to be updated.

Never click a browser pop-up, ad, or "warning" to update either *Flash* or *Java*. You ***will*** compromise your computer.

SAFETY ONLINE

- Don't open files you don't recognize from addresses you don't know
- Don't download screensavers or other similar software onto your work computer
- Double check the URL of the site your visiting looks legitimate (eg. US government websites should have .gov in the address)
- If a site looks suspicious, a pop-up ad sounds too good to be true, it likely is. Close it and move on.
- If you're not sure about something, just ask

ANTIVIRUS SOFTWARE

For now, we're going to stick with ***Windows Defender***. It will update is antivirus definitions on it's own, keeping itself up to date. You can schedule it to run regularly:

- Search for and open Schedule tasks.
- In the left pane, expand Task Scheduler Library > Microsoft > Windows, and then scroll down and double-click (or tap) the Windows Defender folder.
- In the top center pane, double-click (or tap twice) Windows Defender Scheduled Scan.
- In the Windows Defender Scheduled Scan Properties (Local Computer) window, select the Triggers tab, go to the bottom of the window, and then tap or click New.
- Specify how often you want scans to run and when you’d like them to start.

D R O P B O X

Dropbox

New policy regarding ***Dropbox*** use is currently being drafted for the US and India offices.

Ending your session on the server

Please sign out of *Windows* when ending your session on the server instead of simply closing the *RDP window* and disconnecting. When you disconnect your session it is still active and slows down the server.