

Tips to Keep Your Devices Safe



Keep your data safe by taking care of your devices, especially when you are on your way out. Here are some helpful reminders.

REMINDERS BEFORE LEAVING YOUR DESK

DO

Log out of your web accounts before logging off your PC.



DO

Make sure you have logged off before stepping away from your computer.



DON'T

Don't forget to store your mobile devices in a safe location.



DON'T

Don't leave the office door open. Double check if doors are locked before leaving..