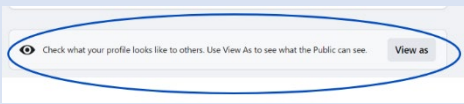


Cybersecurity Tip Sheet

Creating a Work Facebook Account:

- Create an account specifically for work.
- Keep personal/private information off your work page.
- Be mindful of the posts that you like and/or share, and the comments that you make on public posts. These likes, posts, and comments can be seen by you friends.
- Update your Privacy and Tagging settings so that only the people you choose can see the content you want to share.
- Use the “Check What Your Profile Looks Like to Others” feature to ensure your professional page looks how you want it to look before friending students.



Facebook Tips to Share with OSY:



- Create a strong passphrase.
- Never share your login information.
- Log out of your account when finished if using a device that does not belong to you.
- Double check the website’s URL before entering your login information. Make sure that you are at www.facebook.com
- Type the URL into your address bar or open using a downloaded app on your phone. Never click a link to open Facebook, even if it is sent from someone you know.
- Don’t accept friend requests from people you don’t know.
- Think twice before “checking-in” to locations- this will let everyone who has access to your profile know exactly where you are.
- Be wary of sharing personal information in comments on posts.

Using Whatsapp to Communicate with OSY:

- Use the Group Chat feature to share to groups of students who know each other.
- Use Broadcast messages to send individual messages to multiple students at the same time.
- Advise your students to not open links that they were not expecting to receive.
- Block phone numbers that send unsolicited links, pictures, or messages.



Zoom Security Features:



- Lock the meeting once all participants have joined.
- Enable the Waiting Room to screen new arrivals and admit or remove participants before they enter the meeting.
- Know how to use the Suspend Participant Activities feature in case of an emergency or privacy issue.
- Update your links often.