zimbra
A SYNACOR PRODUCT

EMAIL THREAT CHECKLIST

SECURITY

IS EVERYONE'S RESPONSIBILITY!

REMOVABLE MEDIA

- Don't use it to store important data
- Don't insert unknown media into computer or device

SECURITY AWARENESS

- How do users report threats?
- How do you alert users of new threats?
- Schedule regular training

FILE SHARING

- Don't share files via removable media
- Encrypt secure data
- Use secure online storage

PASSWORD

- Use strong passwords
- Use different passwords for different logins
- Change passwords regularly

EMAIL SECURITY

- Don't click suspicious links
- Don't open suspicious emails
- Don't send secure info

MOBILE SECURITY

- Don't install unapproved apps
- Enforce mobile device passwords
- Implement MDM* guidelines

COMPLIANCE

- Follow department security standards & policies
- Comply with local & federal regulations

COMPUTER SECURITY

- Enable two-factor authentication
- Don't download/install unapproved software or browser plug-ins
- Update software promptly
- Install anti-virus software & performs regular checks *MDM (Mobile Device Management)

WIRELESS NETWORK

- Don't connect to unsecure Wi-Fi networks
- Using public Wi-Fi? Verify green lock symbol in URL browser bar
- Turn off Bluetooth when not in use

Unsure where you stand?

Talk to our Zimbra Expert