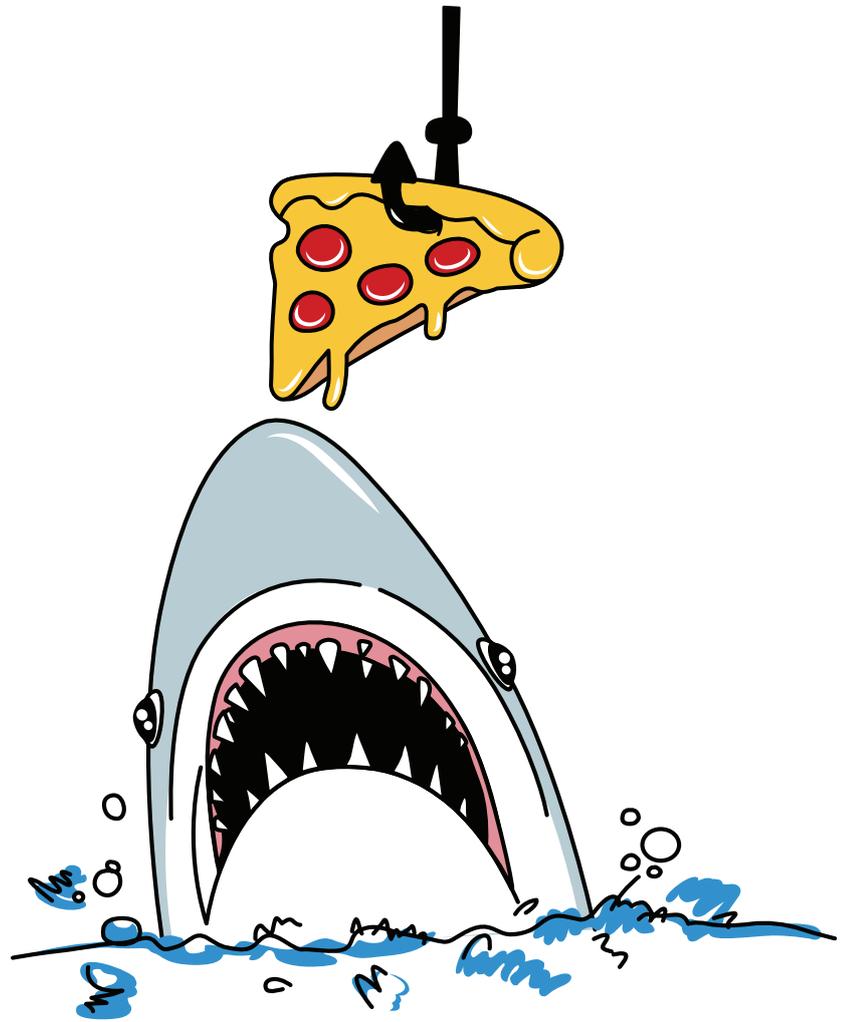


# Don't be Phish Food



If you receive an email:

- With strange links
- Requesting your login details
- With strange attachments
- With bad spelling and formatting
- From unknown senders

**Don't take the bait and click the links!**  
**Don't open strange attachments!**

If in doubt, get ICT to check it out  
Send it to [spam@endeavour.com.au](mailto:spam@endeavour.com.au)

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# Who is that behind you?



## Stop, notice and ask

- Do they have their own swipe card?
- Are they in office attire?
- Have they signed the visitor log?
- Ask who they are on site to see?
- Contact the person and verify the visitor

**Don't just let them in**

If in doubt, contact building security

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# Cooking up a password



Start with:

- A phrase 10 characters or longer
- That only you would know
- Add some capitals
- A dash of numbers
- A splash of symbols

mychickenslayeggs

(I don't have chickens)

MyChickensLayEggs

My3ChickensLay4Eggs

My3\$ChickensLay4Eggs!

**Bon appetit!**

There you have a recipe for  
a strong secure password

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# Keep your digital world safe



## Protect your devices

- Protect them with a password or a PIN
- Lock them when not in use
- Store them safely and securely
- Don't share accounts or passwords
- Only use EF Corporate WiFi

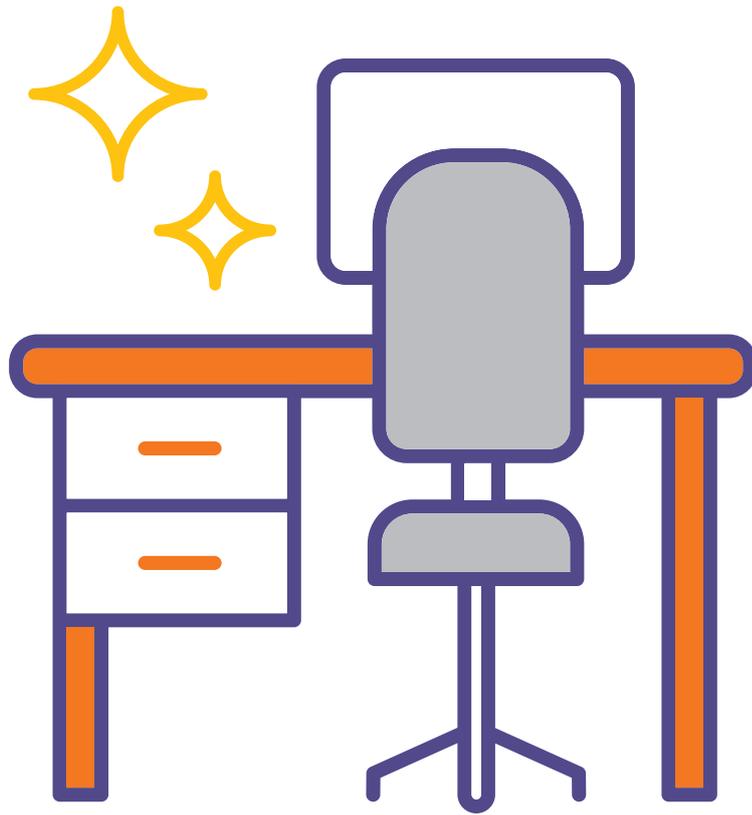
**Lock it like your front door**

If in doubt, contact ICT

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# Nothing to see here You're in the clear

## Keep private and confidential data safe

- Lock your screen
- Keep the printer tray clean
- And store those documents away

If in doubt, contact ICT

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# Keeping safety in mind



- Change your default router/wifi passwords
- Keep separate work and personal accounts
- Lock devices when not in use
- Store devices safely
- Store documents and dispose of them securely

**Keep it safe, even at home**

If in doubt, contact ICT

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