



Working remotely?

43% of workers in the US work from home or a remote location at least some of the time. Take a few extra steps to protect the important information on your smartphone and laptop.



Public wi-fi networks are risky and vulnerable to being hacked. **Use a VPN**, which is essentially a secure tunnel to the internet, or connect your laptop to the internet through your smartphone. And remember, hackers set up wi-fi networks with names similar to legitimate networks.



Turn off wi-fi and Bluetooth when you're not using them. You'll reduce the chances of being hacked and extend your battery's charge. Even with that precaution, switch on the "Find My Device" setting to increase the odds of recovering a lost device.



Don't get "juice jacked!" **Bring along a spare battery pack** to recharge your device instead of using public charging outlets provided by airports, conference centers and hotels, which can be hacked. Only recharge the battery packs in your hotel room or at home.



A laptop is stolen every 53 seconds at US airports. **Keep tabs on your electronics** at all times, particularly when you're finished going through airport security, waiting at the gate and about to leave a hotel or conference room.



1/3 of us have lost a smartphone that wasn't password-protected, so all a crook has to do to steal valuable information is power up the stolen device to access your important information. **Set your laptop and smartphone to require a password** after a few minutes of inactivity.



Best to **store and access important data on the cloud** rather than keep it on your laptop. Don't even carry an external hard drive or a Flash drive with data from work because those devices are easy to lose or steal.



If you're working in a public place (particularly an airplane), **use a privacy screen** on your laptop so prying eyes can't see what you're working on. These polarized plastic sheets stick to the screen and are inexpensive and easy to install.



All the other best practices for using computers still apply when you're away from the office. **Use long passwords.** Keep the operating system, web browser and apps up to date on your laptop and smartphone.

Sources: Forbes, TechTarget, NewEgg, Imation, Malwarebytes, Workflow Max, CNN, BriteLine IT