Work from Home Logistics

Protecting Yourself, Your Family, and Your Employer

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The following information is from a webinar presented by Ray Morgan Company Managed IT Division. This booklet provides instructions for tips and tricks presented during the webinar. To listen to the full webinar please visit https://info.raymorgan.com/workfromhome

For Questions Please Contact:

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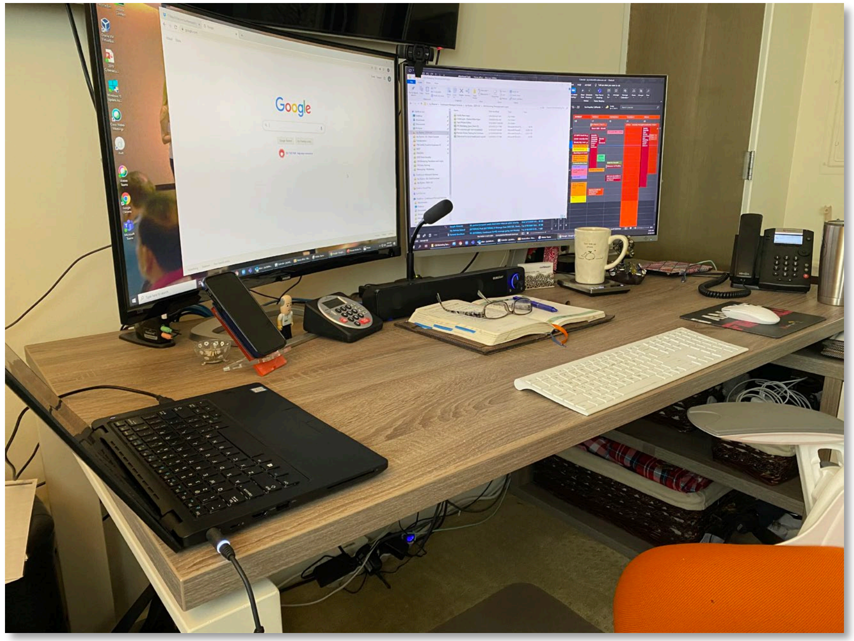
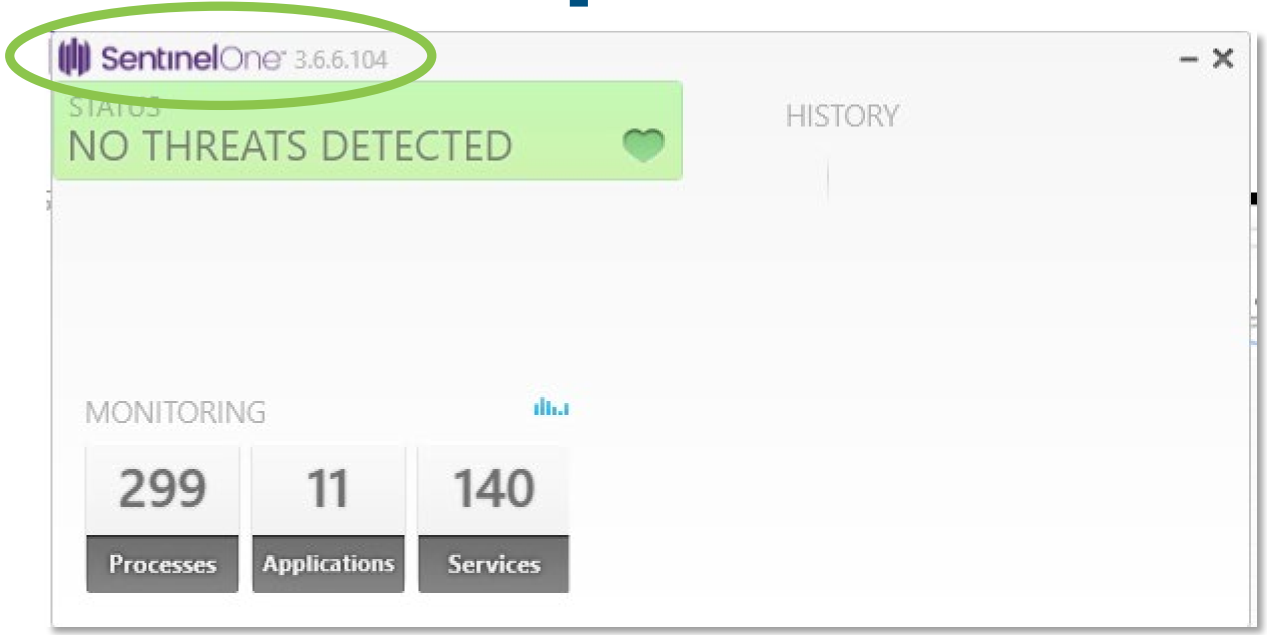
ConnectWise®

Home Office Setup

1. Photograph work environment including the hookups of the equipment, so you know how to set up at home.
2. Power Strip.
3. Clean equipment.
4. What is your background like if you'll be on camera?
5. Are you dressed for success?



Update Anti-Virus/Malware



SentinelOne 3.6.6.104

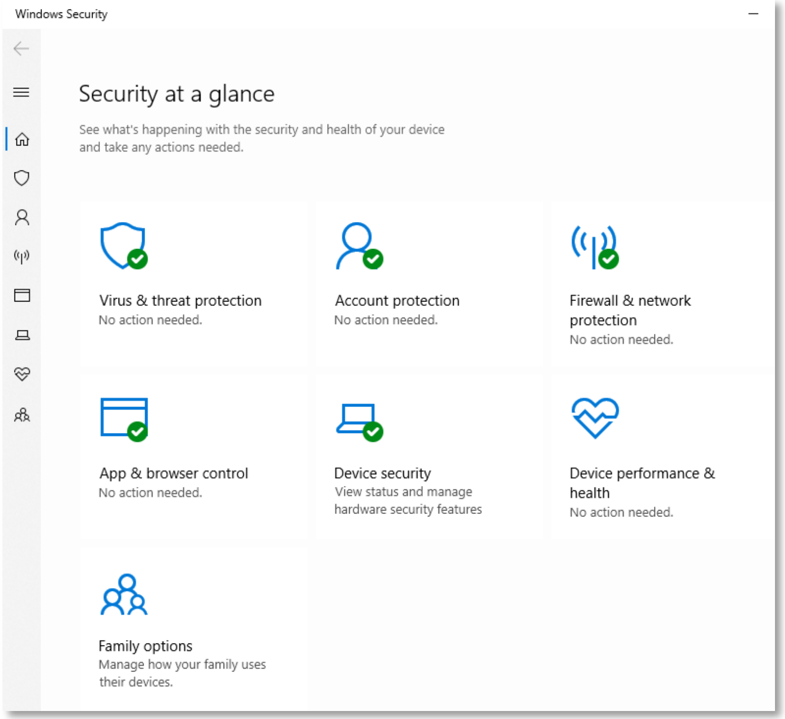
STATUS

NO THREATS DETECTED

HISTORY

MONITORING

Processes	Applications	Services
299	11	140



Windows Security

Security at a glance

See what's happening with the security and health of your device and take any actions needed.

Virus & threat protection
No action needed.

Account protection
No action needed.

Firewall & network protection
No action needed.

App & browser control
No action needed.

Device security
View status and manage hardware security features

Device performance & health
No action needed.

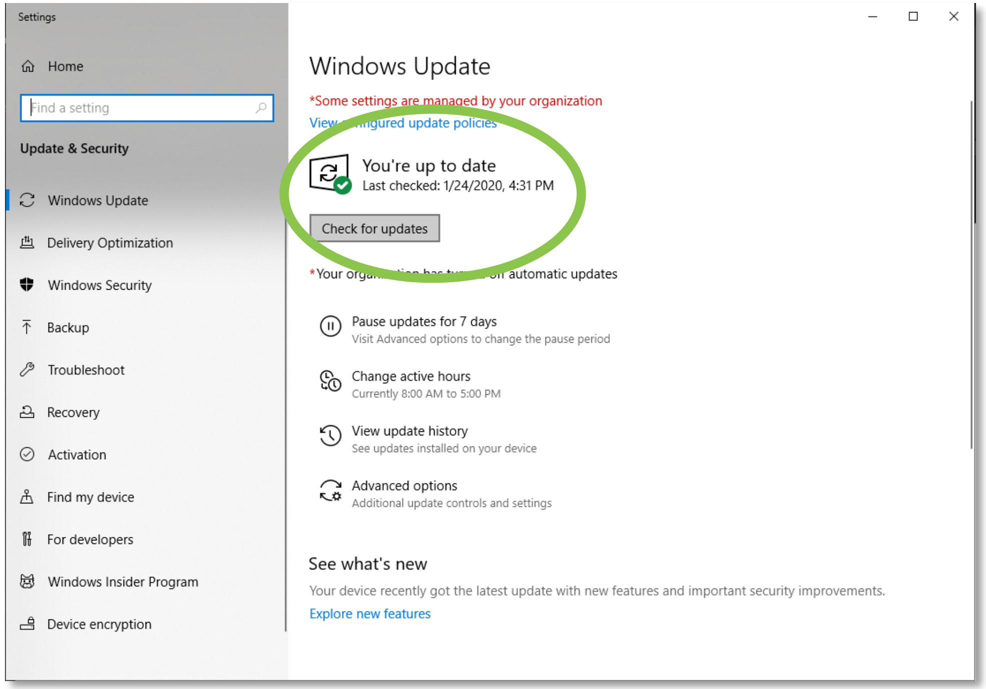
Family options
Manage how your family uses their devices.

1. We recommend you have a paid, subscription-based AV program, make sure it shows the most current version running. It may have a "Check for Updates" button to click, or it should say "Your program is up-to-date."

1. If you have a PC, go to the Windows Security Screen by hitting the Win button on the keyboard and typing "windows security" – it will be at the top of the start menu.

2. Any items not updated properly will have a red mark indicating it needs attention.

Install Updates



Windows Update

*Some settings are managed by your organization

View configured update policies

You're up to date
Last checked: 1/24/2020, 4:31 PM

Check for updates

*Your organization has turned off automatic updates

Pause updates for 7 days
Visit Advanced options to change the pause period

Change active hours
Currently 8:00 AM to 5:00 PM

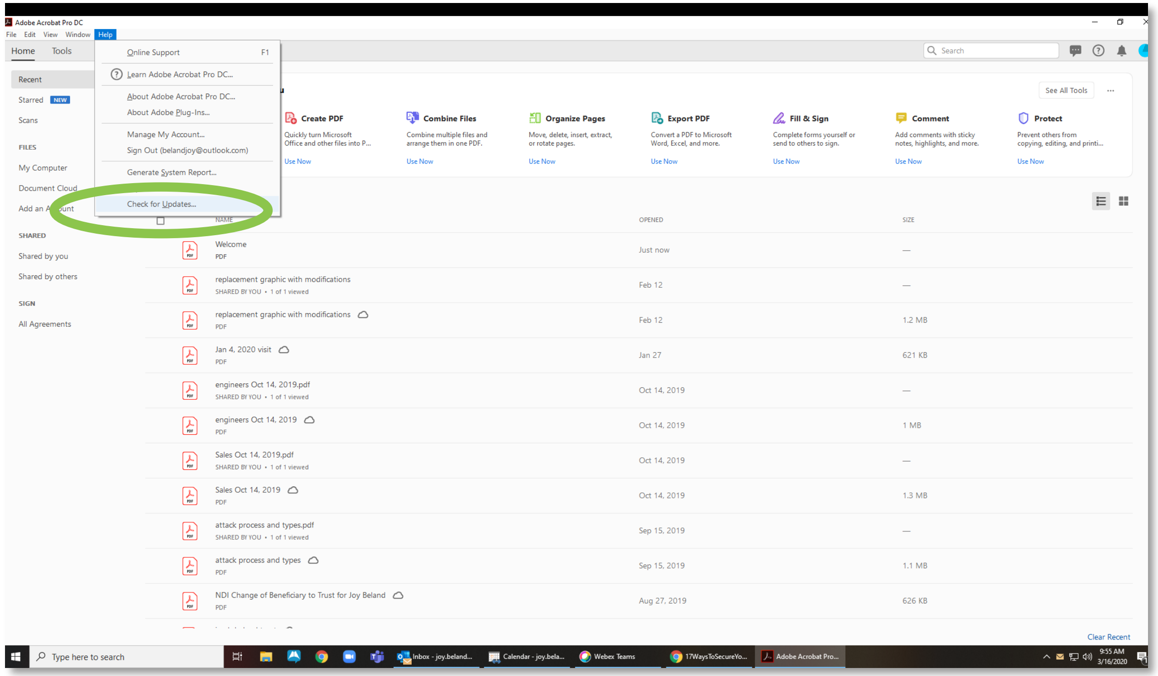
View update history
See updates installed on your device

Advanced options
Additional update controls and settings

See what's new

Your device recently got the latest update with new features and important security improvements.

Explore new features

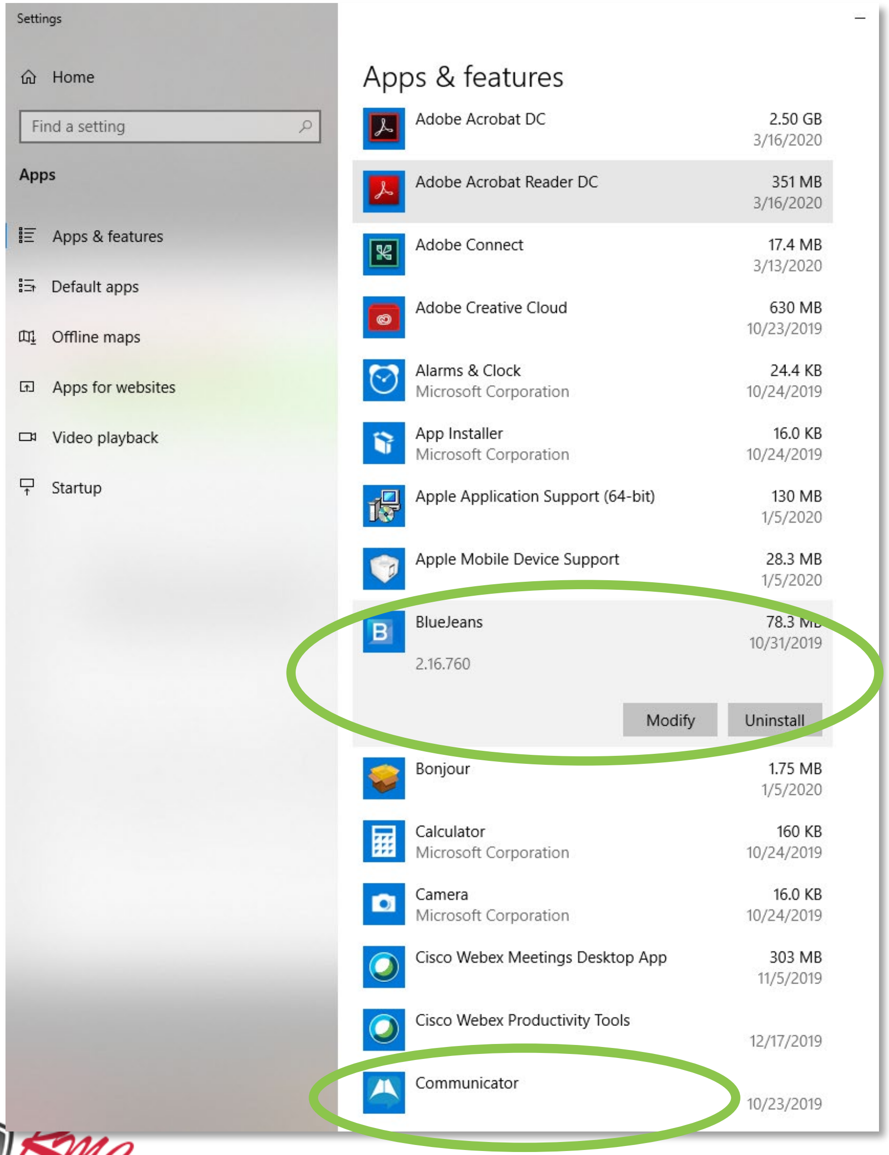


NAME	OPENED	SIZE
Welcome PDF	Just now	—
replacement graphic with modifications SHARED BY YOU • 1 of 1 viewed	Feb 12	—
replacement graphic with modifications PDF	Feb 12	1.2 MB
Jan 4, 2020 visit PDF	Jan 27	621 KB
engineers Oct 14, 2019.pdf SHARED BY YOU • 1 of 1 viewed	Oct 14, 2019	—
engineers Oct 14, 2019 PDF	Oct 14, 2019	1 MB
Sales Oct 14, 2019.pdf SHARED BY YOU • 1 of 1 viewed	Oct 14, 2019	—
Sales Oct 14, 2019 PDF	Oct 14, 2019	1.3 MB
attack process and types.pdf SHARED BY YOU • 1 of 1 viewed	Sep 15, 2019	—
attack process and types PDF	Sep 15, 2019	1.1 MB
NDI Change of Beneficiary to Trust for Joy Beland PDF	Aug 27, 2019	626 KB

1. Windows Updates – hit the Win key and type “update” and you’ll see the “Check for Updates” option at the top of the Start Menu. Select that. You’ll see if your system is up to date, or where to initiate the Check for Updates here.
2. If you need updates, close all programs before proceeding. You may need to restart your computer for the updates to take effect.

1. Software Updates – Most commonly Adobe, Microsoft Office (Word, Outlook, etc).
2. Most programs allow you to open and select “check for updates” from the Help menu.
3. Once the update initializes, close the program so the installation can complete. You may need to restart your computer when the update is done.

Uninstall Unnecessary Software



Settings

Home

Find a setting

Apps

- Apps & features
- Default apps
- Offline maps
- Apps for websites
- Video playback
- Startup

Apps & features

Adobe Acrobat DC	2.50 GB	3/16/2020
Adobe Acrobat Reader DC	351 MB	3/16/2020
Adobe Connect	17.4 MB	3/13/2020
Adobe Creative Cloud	630 MB	10/23/2019
Alarms & Clock Microsoft Corporation	24.4 KB	10/24/2019
App Installer Microsoft Corporation	16.0 KB	10/24/2019
Apple Application Support (64-bit)	130 MB	1/5/2020
Apple Mobile Device Support	28.3 MB	1/5/2020
BlueJeans 2.16.760	78.3 MB	10/31/2019
Bonjour	1.75 MB	1/5/2020
Calculator Microsoft Corporation	160 KB	10/24/2019
Camera Microsoft Corporation	16.0 KB	10/24/2019
Cisco Webex Meetings Desktop App	303 MB	11/5/2019
Cisco Webex Productivity Tools		12/17/2019
Communicator		10/23/2019

1. Using the Win key on your keyboard, type "programs" and the "Add or Remove Programs" option will come up to the top of the Start Menu.

2. In my case, I saw that I had a few programs that I no longer need. If you click on each program, you get the option to Modify or Uninstall. I Uninstalled Blue Jeans and Communicator.

3. If you're uncertain which programs are safe to uninstall, ask your IT person for assistance.

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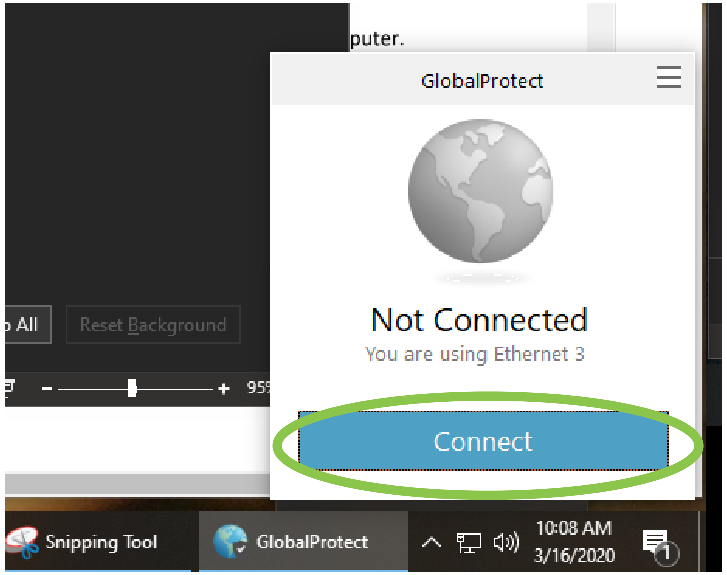
Connecting to the Company Data

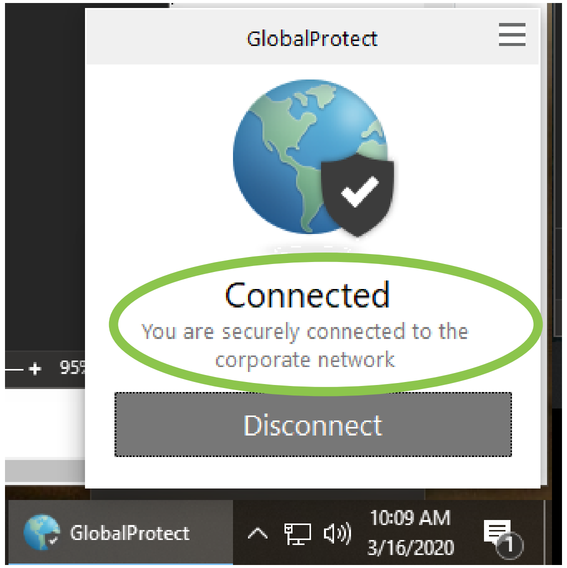


puter.

GlobalProtect

Not Connected

You are using Ethernet 3



GlobalProtect

Connected

You are securely connected to the corporate network

1. What is a VPN? It's a "Virtual Private Connection." Essentially, it creates a private tunnel through the Internet for your computer to access company digital resources.

2. If Your Company Provides a VPN Connection, Obtain the Instructions Before You Leave the Office with the Equipment You'll Need

3. Test the Setup and Connection Before You Start Working on Company Data from the Home Computer

4. Shutting Down or Restarting Your Computer will Disconnect the VPN. Your IT Person May Have Specific Instructions on the Disconnect Procedure for You.

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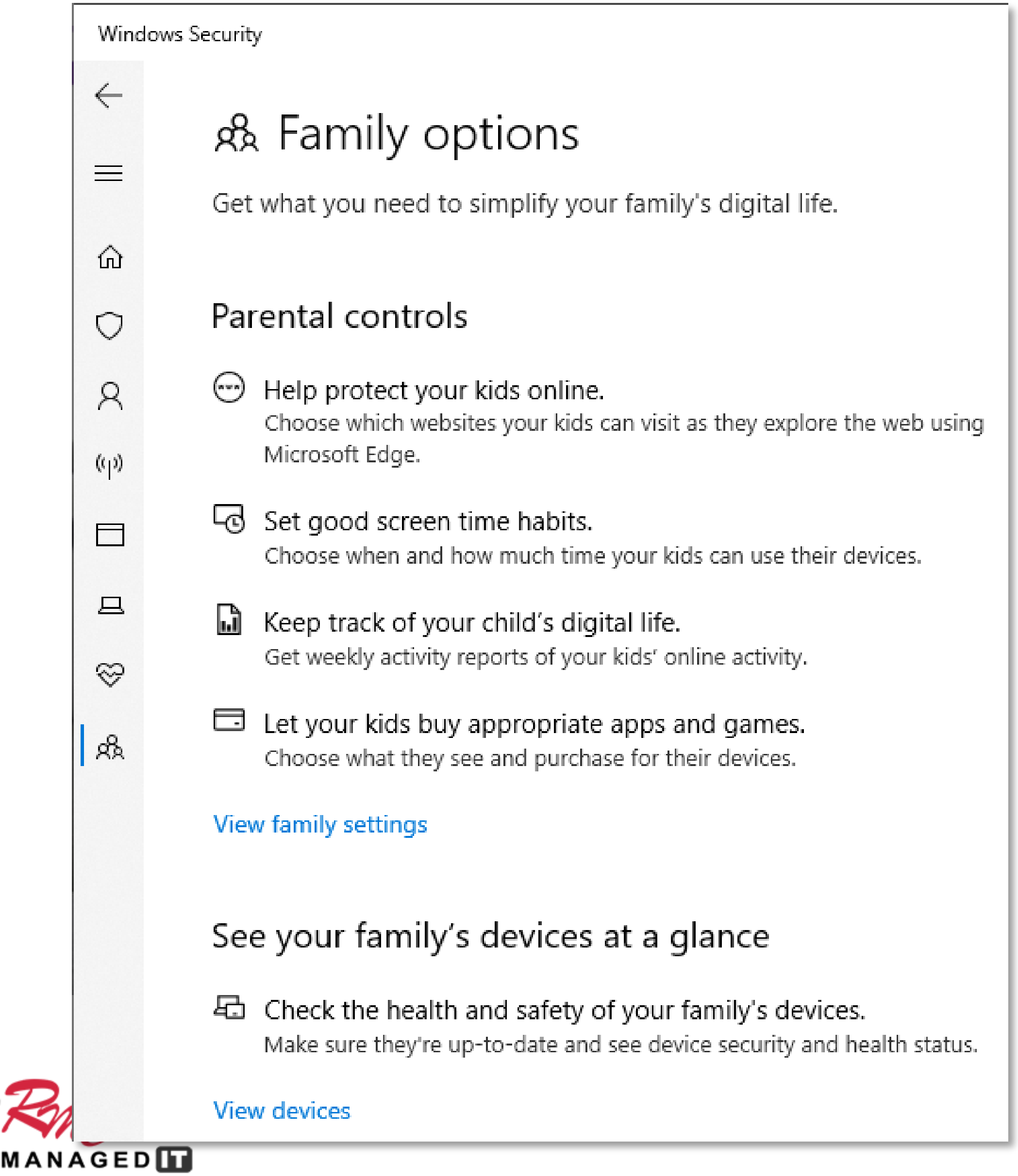
ConnectWise

Lock Your Computer When Not in Use

1. Especially Important if You Work Remotely in a Public Area, Like a Starbucks
2. Important if You Have Children or Spouses Around
3. What is Private at Work Should be Treated as Private Remotely

Create a Separate User Profile



Windows Security

Family options

Get what you need to simplify your family's digital life.

Parental controls

Help protect your kids online.
Choose which websites your kids can visit as they explore the web using Microsoft Edge.

Set good screen time habits.
Choose when and how much time your kids can use their devices.

Keep track of your child's digital life.
Get weekly activity reports of your kids' online activity.

Let your kids buy appropriate apps and games.
Choose what they see and purchase for their devices.

View family settings

See your family's devices at a glance

Check the health and safety of your family's devices.
Make sure they're up-to-date and see device security and health status.

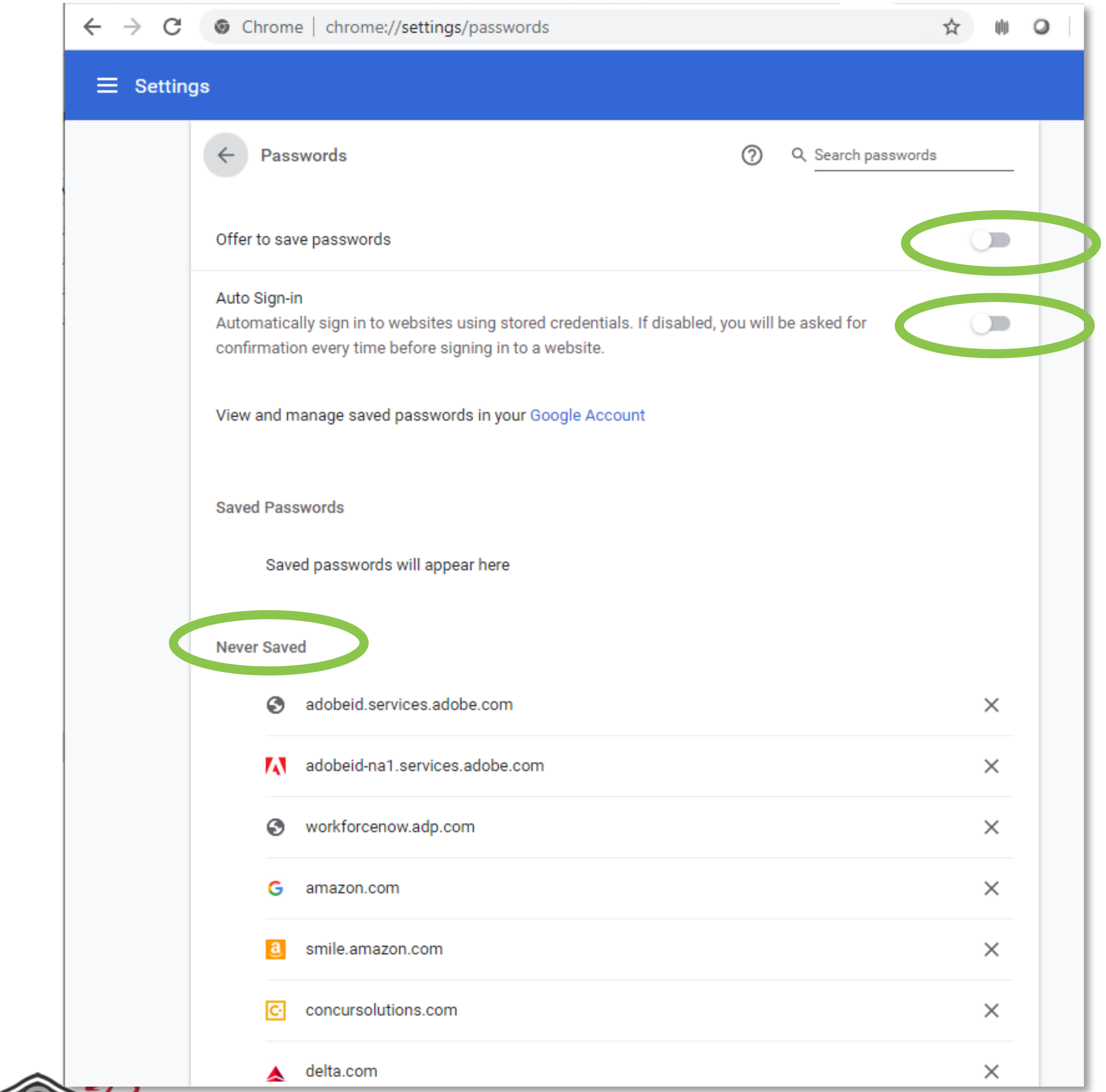
View devices

1. It's preferred to dedicate one computer to working remotely (not shared with spouse or children).

2. If you need to share computers, be sure to set up separate User Profiles, and enable Parental Controls on the children's User Profiles.

3. Remember this rule of thumb – if it's free, it probably has spyware on it. If you don't need it, don't install it.

Got Passwords?



Chrome | chrome://settings/passwords

Settings

Passwords

Search passwords

Offer to save passwords

Auto Sign-in
Automatically sign in to websites using stored credentials. If disabled, you will be asked for confirmation every time before signing in to a website.

View and manage saved passwords in your Google Account

Saved Passwords

Saved passwords will appear here

Never Saved

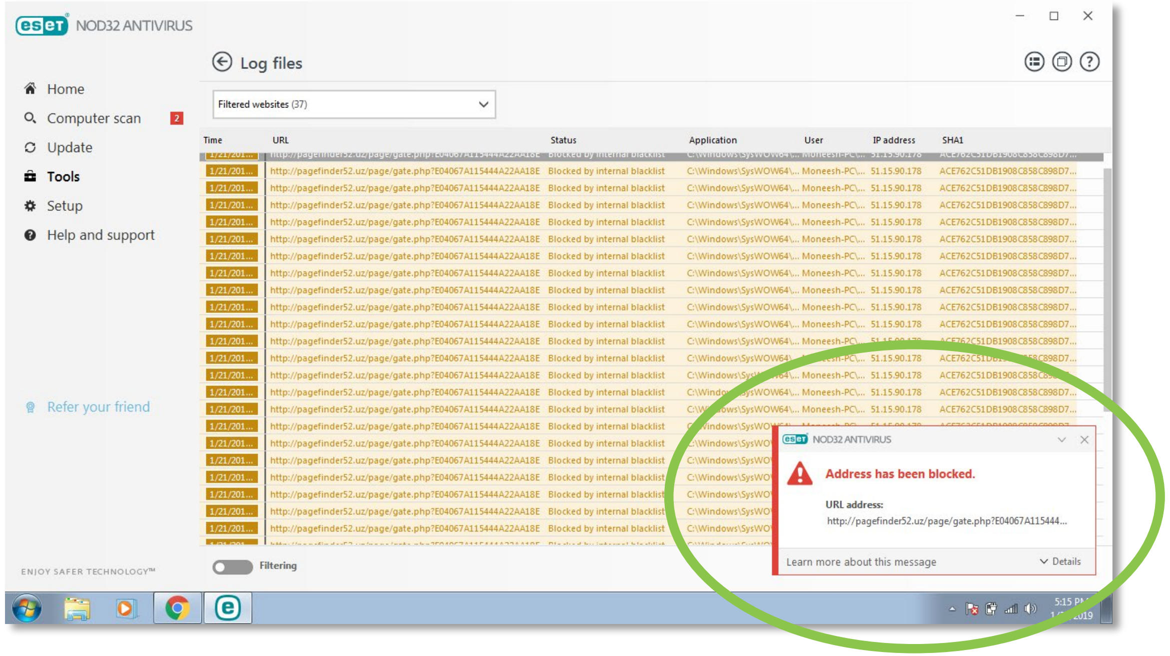
- adobeid.services.adobe.com ✕
- adobeid-na1.services.adobe.com ✕
- workforcenow.adp.com ✕
- amazon.com ✕
- smile.amazon.com ✕
- concursolutions.com ✕
- delta.com ✕

1. Use a password manager to save them. Some examples: Password Boss, Passportal, LastPass, Dashlane, 1Password, KeeperMSP, etc.

2. Never allow your browser to save passwords or to auto-login.

3. Never save your passwords in a Word or Excel document on your computer. If you MUST do so, do not name it “Passwords,” name it something like “Mom’s Chicken Soup Recipe” and do not use the word “password” anywhere in the document itself (it will show up in a search). And password-protect that document, so if someone else tries to open it, they can’t do so without the password.

Filter Out Malicious Websites



Time	URL	Status	Application	User	IP address	SHA1
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWOW64\...	Moneesh-PC\...	51.15.90.178	ACE762C51DB1908C858C898D7...
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWO			
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWO			
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWO			
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWO			
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWO			
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWO			
1/21/201...	http://pagefinder52.uz/page/gate.php?E04067A115444A22AA18E	Blocked by internal blacklist	C:\Windows\SysWO			

NOD32 ANTIVIRUS

Address has been blocked.

URL address:
http://pagefinder52.uz/page/gate.php?E04067A115444...

Learn more about this message
Details

5:15 PM

1. What is DNS? It's essentially a phone book of all known domains and matching "addresses" for the internet. It contains every website domain, whether it is malicious or reputable.

2. There are security solutions that subscribe to a list of known bad domains. They are called DNS filters. When you try to click on a website URL or do an internet search, a DNS filter will block a malicious website in most cases.

3. Check with your IT provider to see if they have something you can install on your home computer to serve this purpose.

Update Your Soft Phones or Remote Software Tools

Amy Kerr 10:39 AM
Sounds good!

Hanna Johanson 10:06AM
It's from the latest mockup

Ray Allen 9:17AM
I'm working on updating next seasons projections

Jennifer Adams 8:55AM
Sure that would work

Amy Kerr
On the phone

Hi Amy, do you have time for a quick call about the latest reports? 10:38 AM

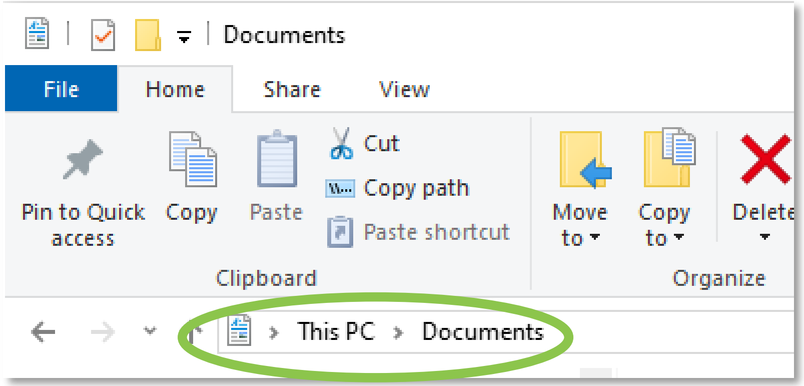
Hi David - yes just give me a few minutes to pull them up 10:38 AM

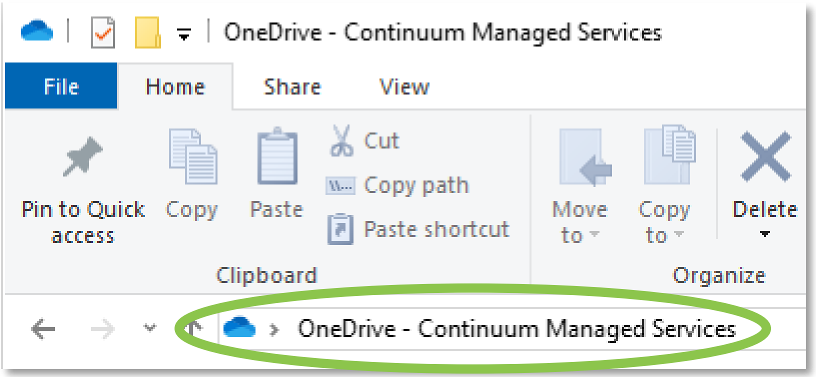
Sounds good! 10:39 AM

1. If you have access to a Soft Phone or Teams based tools for remote work, check with your IT Team before you set it up, to make sure it has been secured properly.

2. Keep in mind that internet bandwidth might be affected – most VoIP and remote tools protect a portion of the internet bandwidth for the data packets used in voice and video calls. Your internet browsing, upload and download speeds may be affected. Or your call quality.

Data Backup





1. Check with your IT Provider to see if data you create or modify is being backed up correctly.

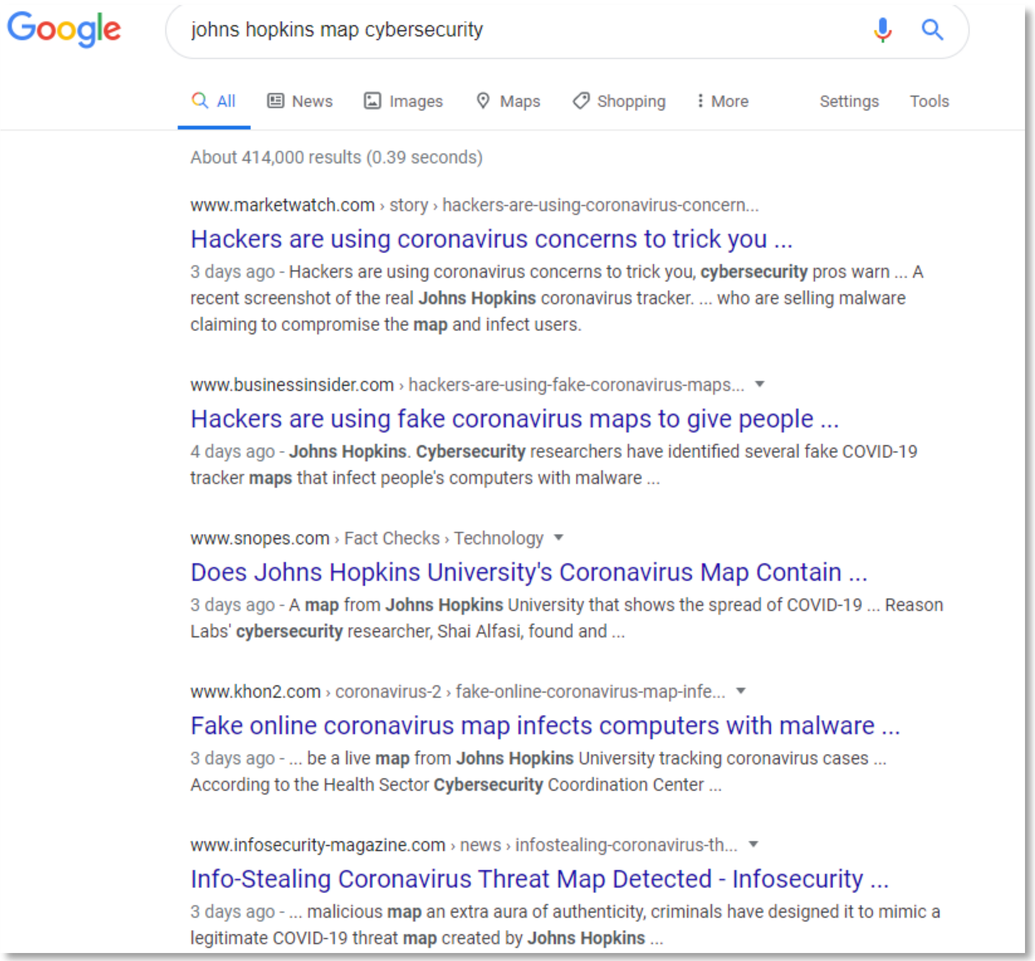
   A. Cloud applications /repositories may have versioning (saves a copy of each version you work on, automatically) but may not be backed up in a separate location.

   B. Files you copy to your personal computer may represent a breach in confidentiality or policy. Understand how to access and save data correctly, to avoid any potential problems down the road.

Your Role

Protecting Yourself, Your Family, and Your Employer

Think Twice



Google

johns hopkins map cybersecurity

All News Images Maps Shopping More Settings Tools

About 414,000 results (0.39 seconds)

www.marketwatch.com › story › hackers-are-using-coronavirus-concern...

Hackers are using coronavirus concerns to trick you ...

3 days ago - Hackers are using coronavirus concerns to trick you, **cybersecurity** pros warn ... A recent screenshot of the real **Johns Hopkins** coronavirus tracker. ... who are selling malware claiming to compromise the **map** and infect users.

www.businessinsider.com › hackers-are-using-fake-coronavirus-maps...

Hackers are using fake coronavirus maps to give people ...

4 days ago - **Johns Hopkins**. **Cybersecurity** researchers have identified several fake COVID-19 tracker **maps** that infect people's computers with malware ...

www.snopes.com › Fact Checks › Technology

Does Johns Hopkins University's Coronavirus Map Contain ...

3 days ago - A **map** from **Johns Hopkins** University that shows the spread of COVID-19 ... Reason Labs' **cybersecurity** researcher, Shai Alfasi, found and ...

www.khon2.com › coronavirus-2 › fake-online-coronavirus-map-infe...

Fake online coronavirus map infects computers with malware ...

3 days ago - ... be a live **map** from **Johns Hopkins** University tracking coronavirus cases ... According to the Health Sector **Cybersecurity** Coordination Center ...

www.infosecurity-magazine.com › news › infostealing-coronavirus-th...

Info-Stealing Coronavirus Threat Map Detected - Infosecurity ...

3 days ago - ... malicious **map** an extra aura of authenticity, criminals have designed it to mimic a legitimate COVID-19 threat **map** created by **Johns Hopkins** ...

1. You’re in an unfamiliar environment for working on company data. Don’t take anything for granted.

2. You might be tempted to mix in personal “computing” that you wouldn’t normally do during work. Is that music application, video link that your spouse emailed to you, etc. really important to open now?

3. Scouring the news for what’s happening world-wide and right in your own neighborhood might be important. But be careful what you click on! Take the time to do a safe web search.

4. Hackers know most people are not working behind their office firewall. They are actively seeking to exploit users and steal the company assets.

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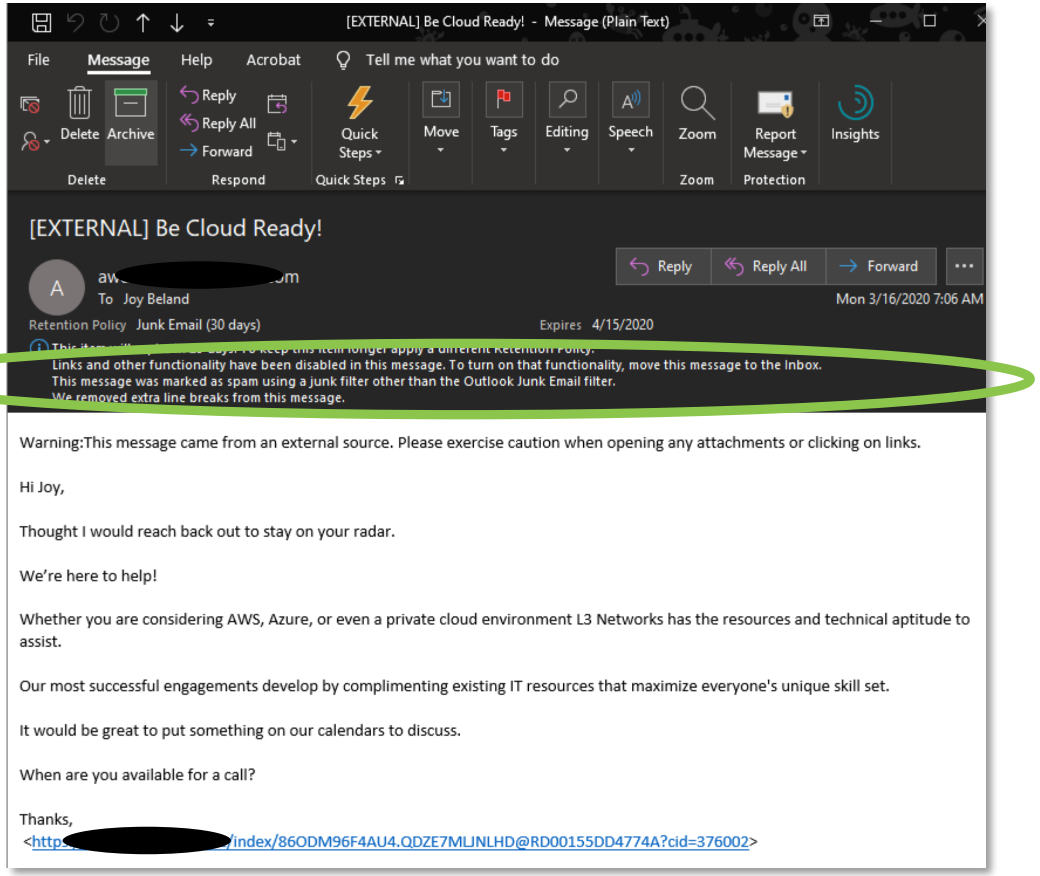
Don’t Be Click Happy



[EXTERNAL] Be Cloud Ready!

aw[redacted]om
To Joy Beland

Mon 3/16/2020 7:06 AM

Retention Policy Junk Email (30 days) Expires 4/15/2020

This item will expire in 30 days. To keep this item longer apply a different Retention Policy.
Links and other functionality have been disabled in this message. To turn on that functionality, move this message to the Inbox.
This message was marked as spam using a junk filter other than the Outlook Junk Email filter.
We removed extra line breaks from this message.

Warning:This message came from an external source. Please exercise caution when opening any attachments or clicking on links.

Hi Joy,

Thought I would reach back out to stay on your radar.

We’re here to help!

Whether you are considering AWS, Azure, or even a private cloud environment L3 Networks has the resources and technical aptitude to assist.

Our most successful engagements develop by complimenting existing IT resources that maximize everyone's unique skill set.

It would be great to put something on our calendars to discuss.

When are you available for a call?

Thanks,
<http[redacted]/index/86ODM96F4AU4.QDZE7MLJNLHD@RD00155DD4774A?cid=376002>

Think About What You Might Not Have on Your Home Computer, That is Probably on Your Office Network:

❑ Office 365 Advanced Threat Protection which Serves as a Primary Filter for Infected or Malicious E-mails

❑ E-mail Filters Via (Vendor) for Infected Attachments and Known Malicious Links

❑ DNS Filtering for All Requests Sent From Your Computer to the Internet, Blocking Known Malicious Websites and IP Addresses

❑ Advanced Endpoint Protection Which Stops 99.9% of Ransomware Activity, as a Final Layer of Defense

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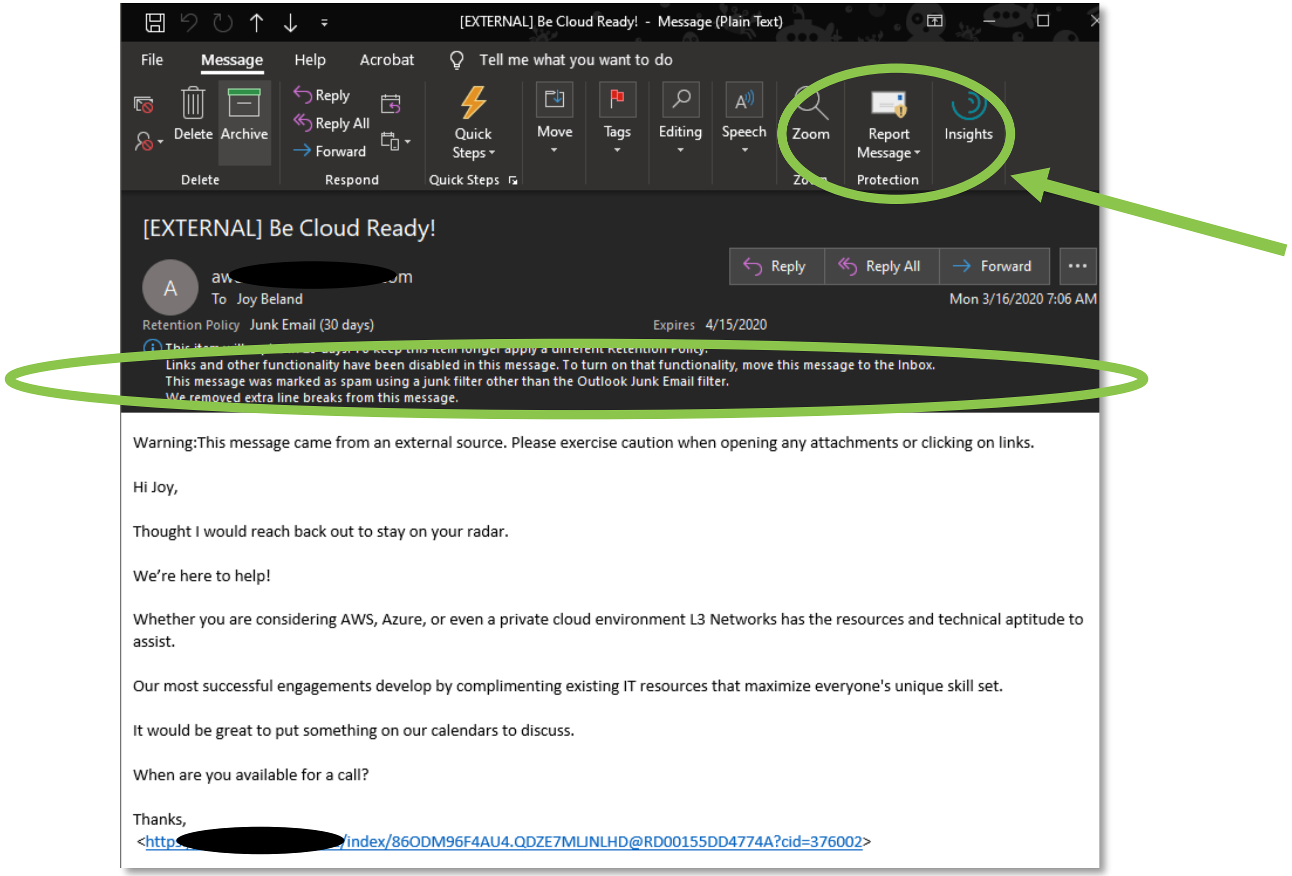
See Something? Say Something



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<http[redacted]/index/86ODM96F4AU4.QDZE7MLJNLHD@RD00155DD4774A?cid=376002>

1. If you receive a suspicious email, report it to your IT provider. Others may receive the same email and should know not to action on it.

2. Using the Outlook application at the office, you might have a "Report Message" button that is not available when working on the webpage or a mobile device. Know who to forward the email to, so it can still be reported.

3. Notice a big slow down in your system? It might just be the internet, or an update installing – or it might be something more nefarious. It's okay to ask to get it checked out by IT.

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Protecting Yourself, Your Family, and Your Employer

For Questions Please Contact:

Ian Moore
Director of IT Sales
Ray Morgan Company
P: 530-230-4851
imoore@raymorgan.com

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