Cybersecurity Checklist for Small Teams & Remote Workers
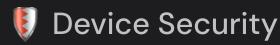
Protect your systems, your team and your clients with this quick-start security checklist

🛡️ Device Security

☐ All laptops and mobile devices are encrypted
☐ Automatic screen lock is enabled after inactivity
☐ Antivirus or endpoint protection is installed and updated
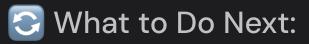
🔐 Access & Authentication

☐ Multi-factor authentication (MFA) is enabled on all key accounts
☐ Password manager is used to store complex, unique passwords
☐ Access is immediately revoked when an employee leaves

☁️ Cloud & Wi-Fi

☐ All public Wi-Fi use is protected with a VPN
☐ Cloud sharing links are reviewed and restricted
☐ Critical data is backed up to both local and cloud storage

🧠 Team Awareness

☐ Employees are trained to recognize phishing and common scams
☐ A security contact or MSP is designated for help

🔄 What to Do Next:

- Complete this checklist with your team
- Schedule a free cybersecurity risk review
- Email us at info@zzcomputer.com for help implementing your results