

Think “Laptop Security”

Laptops are wonderful tools – unless they’re stolen or lost. Follow these tips for basic laptop security:

- Use a STRONG password. *Minimum of 8 characters, with special symbols & a mix of upper and lower case letters. Don’t use any words that are easy for others to guess. Don’t EVER share your password.*
- Back up your data to a server or other device before you travel. *Make this part of your routine preparations, just like packing your toothbrush.*
- Label your laptop. *Include your name & contact information, making it easy for an honest person to get in touch with you. Simply taping your business card to the outside of the laptop may save you hours of worry.*
- Purchase a cable lock, then use it at home as well as on the road. *These are readily available for purchase, and they don’t have to be expensive to deter a thief.*
- Never assume your laptop is safe. Don’t walk away from it. Don’t set it down while you make a call. Keep it attached to you, or make sure you’re in physical contact with it at all times. *A computer security CEO had his laptop stolen during a news conference – he was less than 30 feet from it at the time. A City employee in Wisconsin lost his job when his laptop was stolen from a City conference room.*
- Use a non-descript carrying case. *A lovely leather laptop case is an invitation to steal. So is a trendy neoprene laptop sleeve.*
- Include a small lock on the zipper of your non-descript carrying case. *Give thieves a challenge whenever possible.*