Introduction
I am Steven Stultz, and I've been working in IT professionally since 1987. I started my own IT consulting and support practice in 1991 while working as a programmer for a local medical facility. I also started working in IT for Capital Law School Law Library and Franklin County Law Library in late 1991, and I continue to do IT consulting and support for a number of local small businesses in Central Ohio including several small law firms. I hold an undergraduate degree in Computer Information Systems.

Do these things right away!
- Secure your passwords - Use a password vault.
- MFA - Use it everywhere it's supported.
- OS and app updates, especially your browsers.
- Don't use Windows versions older than Windows 7.
- Full malware scan - MRT and Windows Defender.
- Update router firmware OR replace your router, and change the default admin password.
- Change app default passwords on all IoT devices to something else.
- Port scans - ShieldsUp.
- Secure your backups, and add versioning!
- Remove dangerous apps including Flash, Shockwave, and QuickTime for Windows.
- Demote your daily-use computer account from admin to standard.

Security Threats
- Malware, adware, scumware, crapware
- Ransomware
- Viruses and other more traditional threats
- Physical breaches
- Botnets
- Cryptomining
- Phishing and spear phishing
- Phone support scams
- Clicking on links in email
- Mobile number theft

Secure Your Cloud Accounts
- The cloud is just someone else's computer.
- Public vs. Private Cloud - What's the difference?
- The need for strong passwords and MFA
  - Something you know, and something you have.
- Look for unknown or forgotten shares and shut them down!
- Google calls their MFA "Two-Step."
- Why SMS MFA codes are no longer recommended.
- Secure your mobile number with a verbal password with your carrier.
- Use a password vault like LastPass.
Secure Your Small Office Network

- How old is your router? Upgrade your firmware or replace the router.
- Check your router settings. uPNP, WPS, default admin creds, WAN admin, port forwarding, encryption.
- OS updates - servers and workstations
- Backup, backup, backup! Think 3-2-1, and include ransomware-resistant backup schemes, which are firewalled versioned data backups.
- IoT devices - Some are a huge security risk.
  - No firmware updates.
  - Static admin passwords.
  - Poor design in general with respect to security.
- The concept of the "Human Firewall" and implementing a security awareness program.

Secure Your Mobile Environment

- Cell phone and tablet security
  - Do we really need antivirus for Android and iOS?"
  - Strong passcodes
  - Mobile device encryption
- Laptop hard drive encryption (and don't rely on hardware encryption)
  - VeraCrypt vs. BitLocker
- Use a VPN, but be careful.. Some services are bogus.
  - Hotspot Shield, TunnelBear, ExpressVPN are three good services.

Other Thoughts

- Wipe hard drives, SSD’s, and memory cards before recycling. Don't forget your copier!
- Don't forget your website.
  - Keep your content management software and plug-ins up to date.
  - See that your website host updates the website server.
  - Use a strong admin password with MFA.
  - Although it's not a security risk, make sure you are ADA compliant.
- Marc Goodman and his UPDATE protocol from his book Future Crimes.
  - Update - Frequently update and patch all software.
  - Passwords - Don't use the same passwords for different sites and services. Use MFA.
  - Download - Only from reputable sources, and beware of "free" downloads.
  - Admin - Admin accounts in Windows and for various services should be reserved only for performing admin tasks. Use "standard" user accounts for day-to-day work.
  - Turn-off - Turn off computer and devices when not in use, if possible.
  - Encrypt - Data encryption is important on computers, mobile devices, and external media.
- IT standards and best practices
  - CIS (The Center for Internet Security) - 20 items to consider.
  - NIST (National Institute of Standards)
- Other Resources
  - Check out our selection of IT security books here in the library.
  - Check with professional associations for additional IT security guidelines.
  - Check to see what others in small business are going on IT Security.