**Step by step guide on how to stay cyber aware**

STEP 1
Report all incidents...

Lost a laptop?

Clicked a malicious link?

...directly to the IT Service Desk

STEP 2
Remain aware of phishing emails...

Be suspicious of official looking emails asking personal or financial information

...think before you click

STEP 3
Install software updates...

Do any of your apps need updating?

When was the last time you updated Microsoft Office?

...to reduce software vulnerabilities

STEP 4
Keep your studying environment secure...

Use antivirus protection on your computer

Never leave your devices unlocked

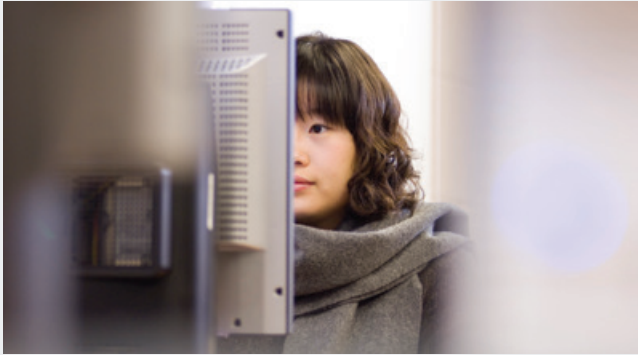...to keep personal and confidential information safe

STEP 5
Always use strong passwords...

Do you use the same password everywhere?

Do you use multi-factor authentication?

...to protect all of your devices

## Play your part

### CYBER SECURITY

### CampusNet

CampusNet is Royal Holloway's network and gives you internet access across campus including Halls of Residence, the Libraries and most academic buildings.

With CampusNet you can do everything you would on the internet at home and you will also be able to:

- Access educational materials including Royal Holloway's Virtual Learning Environment (Moodle) and digital library resources.

- Save your work to your Royal Holloway personal network drive, accessible from anywhere over the internet.

- Send files to print to MFDs (Multi-functional Devices: printers that can also photocopy) across campus.

### Getting connected

Use Wi-Fi to connect to the CampusNet wireless network or use the wired connection by plugging the blue network cable into your computer/laptop.

Open your web browser (e.g. Chrome, Firefox or Internet Explorer).

- Your browser will automatically redirect to a registration page. This is normal and you won't have to register every time you use the internet – only if you start using a new device or are offline for more than two weeks.

- After registering, you will be asked to enter your College username and password.

- You will be prompted to restart your browser after 60 seconds to complete the connection.

### Anti Virus

Install your FREE antivirus via
**royalholloway.ac.uk/antivirus**

Make sure to have antivirus installed on all of your devices (desktops, laptops, tablets, etc.), and set it to update automatically.