

# Welcome

## File Encryption & Cloud Security

Protecting Important Personal Information

Hosted by:



Content by:



Presenter: Ray Cool, CEO  
PBSI Technology Solutions  
Webinar will begin at 1:00

# Welcome

## Foster & Motley Clients

to

### Security Education Series

#### Series Goals

- Educate listeners how to protect electronic valuables
- Improve knowledge about electronic security
- Provide practical information about what to change and how to do so

#### Topic Summaries

- Securing Personal Data - Overview
- Email Security Practices
- **File Encryption & Cloud Security**
- Password Management & Public Wi-Fi

available on Foster & Motley website

available on Foster & Motley website

today's topic

4 of 4

# Agenda

## File Encryption & Cloud Security

### Protecting Important Personal Information

- When and why file encryption is important
- Protecting personal files
- Protecting files during transmission
- Using the cloud securely

**PBSI Technology Solutions**  
*"IT Security Specialists"*

## Who is PBSI?

- Technology Services provider for hundreds of clients in the tri-state including Foster & Motley
- Experienced – 75% of staff have 10+ years experience w/PBSI
- Proactive IT security monitoring for home and business

# Why do we need protection?

## The Internet Today is a Dangerous Place

- Increasingly, PCs are being infected with malware that steals passwords and copies data
- New keylogging and phishing attacks are changing constantly – Bad guys are smart, motivated and *relentless*
- The victim is typically NOT notified – Keylogging malware may be currently active on millions of unaware PCs

## Email Addresses and Passwords Are For Sale

- 2.7 Billion emails are available for sale on the Darkweb
- 1.2 Billion of them include exposed, cracked passwords
- LinkedIn, Yahoo, Gmail, DocuSign, Adobe, Dropbox, Tumblr, MySpace and 30 others
- Equifax – smaller than ALL of the above breaches in 2017
- List of biggest breaches can be found at: <https://haveibeenpwned.com/>

# Protect (Encrypt) Important Documents

## What is File Encryption and Why is it Important?

- Encryption is a term describing data that can't be read without a private "key"
- Encrypted data is garbled so that if opened it can't be easily read or interpreted
- Encryption security varies based on technology used AND based on length of "key" (the password)
- This is why long or complex passwords are encouraged. Length is the enemy of hacker decryption software.

## What Files Should Be Encrypted and Why?

- Encrypt files containing Personally Identifiable Information (PII) or Protected Health Info (PHI)
- From whom are you protecting info? Future hackers – YES (and maybe from IT support, children, etc.)

## Encrypt Important Files "At Rest"

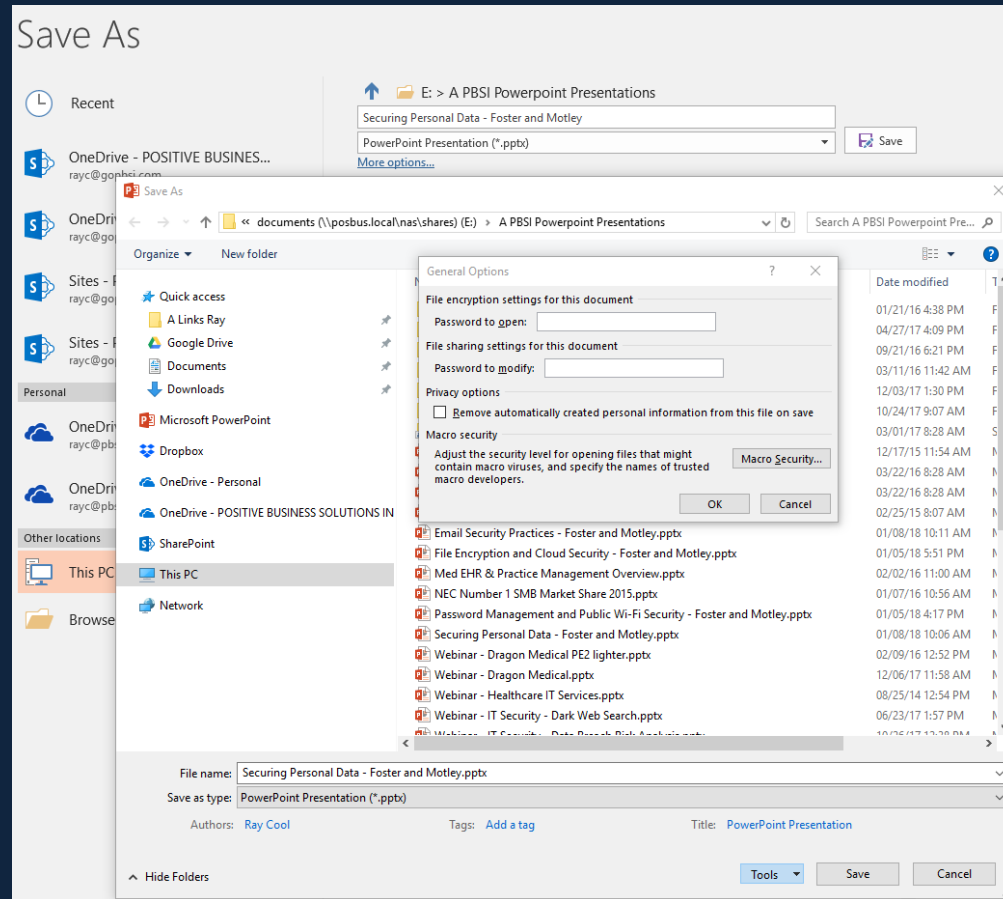
- MS Office - Most files can be encrypted – simply by adding a password
- Password protection = encryption

## Encrypt Files or Content Sent Via Email – 3 Choices

- Encrypt the attachment(s) - and provide the password to the recipient – using different medium (text or voice)
- Encrypt the email – Requires purchase of an email encryption tool
- Use a secured file sharing site– like Foster & Motley's **Client Vault**

# Demonstration

## How to Encrypt a file



# Managing Location of Files and Folders

Know where documents are stored

## Microsoft Office default save-as location is C:\Documents

- But – other apps (scans, photos, faxes) are not consistent
- When saving files, use “save-as” instead of “save” to know the location of
- This “save-as” greatly increases the likelihood of success of controlling document location

## It is a good idea to keep documents with PII (Personally Identifiable Information) in a separate folder

- To setup a sub-folder – right click, add “folder”; name the folder (i.e.: Documents \ Tax Information)



# Securing Online Communications

Security on both private and public Wi-Fi

## How to encrypt files or content during transmission (email) – 3 choices

- **Encrypt attachment(s)** - and provide the password to the recipient – using different medium (text or voice), OR
- **Encrypt the email** – Requires purchase of an email encryption tool, OR
- **Use a secured site** – like Foster & Motley **Client Vault** (*ask your Foster & Motley advisor for instructions*)

## Public Wi-Fi

- Public Wi-Fi is NOT secure
- Never enter login or pw when using public Wi-Fi – unless using a VPN

## Using Public Wi-Fi Securely

- Use a Password Manager and VPN connection
- Dashlane
- LastPass

# Using Cloud Storage Securely

## Benefits & risks - security issues & choices

### When and why is it OK to use cloud storage?

- **When to consider cloud storage?**
  - Multi-location access - Home and other locations
  - Multi-device access (PC /laptop /iPhone /iPad)
  - Critical need for availability (when my network or PC are down)
  - Concerned about local PC backup
  - Concerned about reliability – Remove files from uncertain IT environment
- **Which Vendor?**
  - Most of us: Microsoft OneDrive Business or Google Drive
  - If you wish: Apple iCloud, Amazon Prime, Adobe, Dropbox, others
- **Do I need to encrypt cloud files?**
  - Files with PII or PHI – Strongly recommended
  - If you store important documents in Cloud – use a LONG complex (!@%) password

# Today's Summary

## File Protection Security Principles

### Document Security Principles

- Encrypt files “at rest” that include protected information (SS#, CC#, DOBs, Account#, DL#s)
- Encrypt files during transmission that contain PII or PHI

### Use the Cloud securely

- Don't send, receive or ACCESS protected information on public Wi-Fi – unless using a VPN
- Don't store protected information in the cloud - unless the file is encrypted

### Other Important Security Measures

- Backup - Ensure current backup of all important documents
- Online Security Monitoring – Inexpensive and worthwhile
- Security training for family members
- Don't have a common password – If you do, CHANGE it



# Summary - Essentials of Securing Personal Information

## Secure your Desktops & Laptops

- Antivirus & Malware protection – auto updated without manual intervention, daily vulnerability scanning
- Desktop Patch Management - Security issues frequently related to un-updated software patches
- Wireless Security – ensure latest encryption, control password access

## Encrypt sensitive files

- Encrypt files “at rest” that include protected information (SS#,s, CC#,s, DOBs)
- Encrypt files with personal information during transmission

## Backup on an automated schedule

- Don't let lack of knowledge or attention put you at risk. Use an encrypted backup as a ransomware protection.

## Beware public Wi-Fi

- No passwords on Public Wi-Fi - If logging in with password , use a password manager or VPN tool, or use trusted app (Bank app)

## Know if your PCs are safe

- Online security monitoring

## Training - Encourage every family member to learn secure behavior

- Learn the essentials of safety using email and web browsing

# Webinar Summary

Thank you for your attendance  
Thank you to our friends at Foster & Motley

## Included Handouts

“IT Security – What each of us need to know” and “How to evaluate dangerous emails”

## How can PBSI help you? - Concierge IT Security Services

Pricing below has been discounted by 25% for Foster & Motley clients

- Security Risk Assessment and in-person security training – one-on-one, scheduled during daytime
- Antivirus, Online Monitoring, Patch Management, Vulnerability Scans (up to 3 PCs/Macs)
- Data Breach Risk Scanning (up to 3 PCs/Macs)
- Online Backup with Ransomware protection (per PC)
- KnowBe4 Security Training – Ongoing phishing tests and security training emails (up to 3 emails)

### Cost for F&M Client

- \$ 325 one time
- \$ 225 / yr
- \$ 75 / yr
- \$ 115 / yr
- \$ 225 / yr

## Webinar Follow-up

- Call or email questions, or free quotation
- Speaker contact Ray Cool, CEO

(513) 772-2255

[itservices@pbsinet.com](mailto:itservices@pbsinet.com)

(513) 924-3915

[rayc@pbsinet.com](mailto:rayc@pbsinet.com)

## Upcoming Webinars

- Securing Personal Information
- Email Security Practices
- [File Encryption & Cloud Security](#)
- Password Management & Public Wi-Fi

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[today's topic](#)  
Thursday, Jan 18, 2018 1:00

