

How to use this Toolkit

Elements can be used individually or in combination. For the very briefest training, for example, you could watch the video in a team meeting. For a bit more depth and staying power, you might print and distribute the **Top Tips for Internet Security at Work** card for employees to post at their desks. (If you need them, there are **printing instructions** for the tip card and the poster.)

Or, take this more comprehensive approach, which includes a presentation:



- > Post the **Stay Sharp on Internet Safety at Work video** on a shared team website. Then, send the shared link in email as an attention-grabber to announce the presentation event.



- > Give the quiz, **Test Your Internet Security IQ**, before the presentation. Employees could complete it at their desks or at the outset of the event. You can decide when to distribute or recap the answers.



- > Promote the presentation, **Internet Security at Work**, with the poster, **Internet Security Begins with You**. You can fill in the details of date, time, and location.



- > Give the presentation, distributing the “Top Tips” card at the end.
- > After the presentation, send email asking for feedback and attach the quiz (and answers), so employees can check what they’ve learned.

More helpful info

- > If your employees encounter scams, obscene material, aggressive behavior, theft of their account or identity, or other such incidents while using Microsoft services or software, ask them to report it.

Look for a **Report Abuse** link or contact us at microsoft.com/reportabuse. Microsoft takes these reports very seriously, investigates accordingly, and takes appropriate action.

- > Get more information about how to keep your business safer at StaySafeOnline.org.
- > To help employees stay safer online both at work and at home, you can suggest a visit to the **Microsoft Safety & Security Center**.