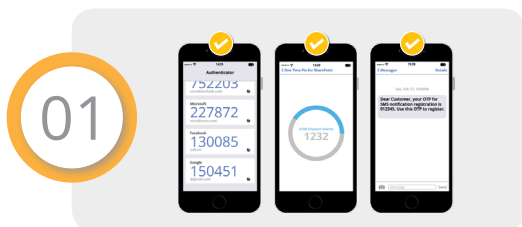




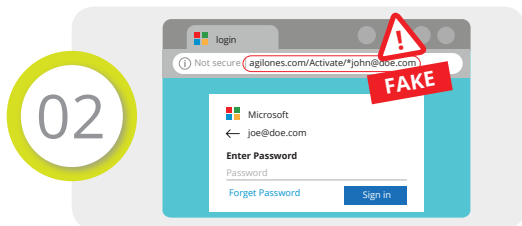
Collaborate Safely

Collaboration tools such as Zoom, Office Online, Google Docs, and others allow you to pull together as a virtual team and securely work while being stuck at home.

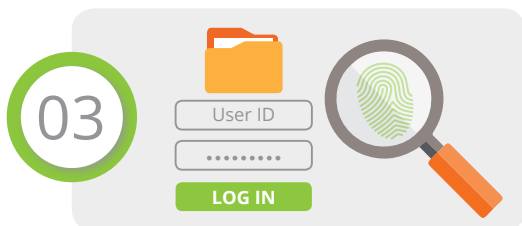
There are a few security risks you need to be aware of:



Your account passwords are the keys to the kingdom (and to all your data). Make your passwords strong and unique. Use **Multi-Factor Authentication** - combining your username and password with something that you own, such as a One Time Password app on your phone. For Getty applications, we use Duo; for personal applications, it may be something else.



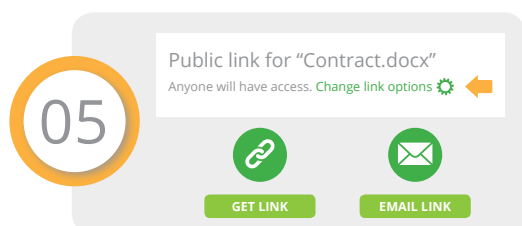
BEWARE: scammers will try to steal your username and passwords. COVID-19 has brought about an increase in cyber attacks targeting remote workers on all platforms. Don't click on links asking you to log into a site or update details and don't trust anyone asking you for your passwords over the phone or text. Only click on links from trusted sources that you were expecting.



Who can do what with my documents? You can give other people permissions to co-author, edit or just view your files through group membership, or you by sending a link to the file. Think about the information and how sensitive it is before sharing it. Anything with personal information, financial data or intellectual property is classified.



Don't download files to personal devices. If you are working on a personal device, viewing documents in a browser is probably ok if you have the link and the approval of the owner. Refrain from downloading it to your personal and non-managed devices.



Think twice before sharing files externally. External file sharing allows you to share a file with a person that is not part of the Getty's network. Remember that you are opening a window to your file shares or potentially sending sensitive data outside of your network so be careful about who you share your files with externally. Make sure to limit sharing with trusted external partners over secure channels as needed.