### **7 Smart Online Safety Steps for Small Businesses**

### **🛡️ 1. Secure Your Network**

  🔹 Use a strong, encrypted Wi-Fi password and change it regularly.  
   🔹 Set up a firewall and keep your router firmware updated.

### **🛡️ 2. Protect Employee Accounts**

  🔹 Require strong, unique passwords for every system or tool.  
   🔹 Turn on two-factor authentication (2FA) for email, payroll, and admin accounts.

### **🛡️ 3. Train Your Team**

  🔹 Teach employees how to spot phishing emails, suspicious links, and scams.  
   🔹 Create a simple cybersecurity policy everyone can follow.

### **🛡️ 4. Back Up Everything**

  🔹 Regularly back up your data to the cloud and a physical hard drive.  
   🔹 Test your backups to make sure they can be restored in an emergency.

### **🛡️ 5. Limit Access**

  🔹 Give employees access only to the tools and data they need.  
   🔹 Revoke access immediately when someone leaves the company.

### **🛡️ 6. Update Devices & Software**

  🔹 Enable automatic updates on all company devices and programs.  
   🔹 Uninstall any apps or software you’re not using.

### **🛡️ 7. Plan for the Worst**

  🔹 Create an incident response plan so you know what to do if there’s a breach.  
   🔹 Keep a printed contact list of who to call (IT, bank, lawyer, etc.).