

**STAY SAFE  
STAY AWARE  
STAY JOLLY**

# EMBER



Keeping Your Holidays Merry With Our Best Practices  
During the Holiday Season.

# Season's Greetings!

*Have a safe and jolly holiday season with these tips from EMBER!*

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## UPDATE YOUR DEVICES & SOFTWARE

EMBER automatically deploys security patches to your Windows/macOS devices; simply restart your device to ensure they're applied.



## USE STRONG, UNIQUE PASSWORDS

Take a moment to review and update your passwords. Create strong, unique passwords for each of your accounts to minimize the risk of unauthorized access.



## ENABLE TWO-FACTOR AUTHENTICATION

Add an extra layer of security to your accounts by enabling 2FA wherever possible. This additional step helps protect your accounts even if your password is compromised.

## BEWARE OF PHISHING & VISHING ATTEMPTS

Be cautious of unexpected emails, avoid suspicious links, and verify legitimacy before sharing any sensitive information.



## SHOP SAFELY

When shopping online, use reputable sites and verify that the URL begins with 'https://' for a secure connection..



## EASY SETUP FOR NEW PHONES

With the holiday season approaching, if you're upgrading to a new phone, please see the next page for a quick guide on transferring your Multi-Factor Authentication (MFA) settings.

## EDUCATE YOUR FAMILY -SHARE BEING AWARE

Share these tips with your family members and loved ones to ensure everyone stays safe online during the holiday season.



## MONITOR YOUR FINANCIAL STATEMENTS

Keep a close eye on your bank and credit card statements for any unauthorized transactions. Report any discrepancies to your financial institution immediately.



# New Phone-Same Number

*With the holiday season here, many of you may be unwrapping shiny new phones! To make the transition smooth, we've put together a handy guide on setting up your new device.*

## CONFIGURING MFA

- 1 In a web browser go to <https://aka.ms/mfasetup> and sign in with your work email and password.
- 2 Once you hit sign in you may then be prompted for your MFA.

If you are still able to access the authenticator on your old device, use this to sign in and skip to **step 5**.

Otherwise, select the option **"I can't use my Microsoft Authenticator app right now"** and proceed to step 3.

- 3 After selecting the option **"I can't use my Microsoft Authenticator app right now"** you will be presented with a list of alternate MFA methods to choose from.

Select the option for "Text".

This will send a text message to your phone containing a 6-digit code.

- 4 Enter in the 6-digit code that was sent your phone to continue signing in.
- 5 Once you are signed in you will be presented with a list of all the current sign-in methods.

Delete the option for the Microsoft Authenticator on your old device from the list.

- 6 Add the authenticator on your new phone by selecting "Add sign-in method" from the top of the list.

- 7 Choose the option to add the Authenticator App.

- 8 Follow the onscreen instructions to scan the QR code and setup the Authenticator on your new phone.

**Note: To ensure the process completes successfully, please read the onscreen instructions carefully and perform all requested steps..**

- 9 Once completed you will now be able to use the Microsoft Authenticator for MFA sign in.

**Note: Make sure to set "Authenticator App with Notifications" as the default method ( located above the list of sign in methods)**



If your new device has a different phone number or you run into any issues with these steps, please submit a ticket—we're here to help!

Client Portal: [www.help.emberit.com](http://www.help.emberit.com)  
Email: [help@emberit.com](mailto:help@emberit.com)  
Call: +1 (610) 409-9555

# Safe Travels!

*EMBER can customize access policies to keep your organization secure while traveling, so you get the access you need with peace of mind!*

*Take a moment to review our holiday travel tips to stay connected and tech-safe during your travels this season. Safe journeys!*

## PLANNING A TRIP?



Before making the trip to visit family outside of the United States, let us know. We will ensure that you stay up to date while keeping your organization secure.

Important details to submit before your adventure:

- What day will you be leaving?
- What locations will you be visiting?
- When do you anticipate you will return?
- What devices will you be using during your trip currently managed by EMBER?

If, for any reason, your trip is extended, you have difficulty connecting, or there are changes to your itinerary, please notify our Help Desk.

You can quickly reach us by replying to the current travel ticket.



## TRAVEL TIPS



Please immediately report any suspicious activities or security breaches encountered during travel to the EMBER team.



Never leave your devices unattended.



Ensure that your devices are up to date on patching prior to traveling.



Ensure you are logged off when not using your devices, and that they are in a secure location.