

# The Apex Essentials Checklist for Remote/Hybrid Working

**Want to protect your business without overcomplicating things? Start with the basics.** This 1-step checklist covers the core actions every SME should take to secure remote and hybrid teams - simple, practical, and proven to reduce risk. Tick off what you've done and use the rest as your next steps.

## Multi-Factor Authentication (MFA)

- Download the Essentials Checklist**
- Mandate MFA on all accounts. MFA is a must for Microsoft 365, CRM systems, remote access, and admin accounts

## Provide or Approve Secure Devices

- Issue company-managed laptops with endpoint protection - or vet personal (bring-your-own/BYOD) devices with an access policy

## Use a Business VPN

- Encrypt all connection from remote workers. Avoid free consumer VPNs - use a business-grade solution managed by IT

## Secure Home Wi-Fi Networks

Instruct all remote/hybrid staff to:

- Change default router passwords
- Use WPA2/WPA3 encryption
- Keep router firmware up to date
- Never share access outside the household

## Back Up Data Automatically

- Use cloud-based, encrypted backups that run daily - and test them quarterly

## Enable Mobile Device Management (MDM)

Use tools like Microsoft Intune to:

- Enforce passcodes and encryption
- Wipe lost or stolen devices
- Separate personal vs business data

## Keep Systems and Software Updated

- Automate patches and software updates of all devices - including browsers, antivirus, and third-party tools

## Run Regular Staff Training

- Educate staff quarterly on phishing, device sharing risks, and remote data handling

## Create a Remote Working Policy

- Cover what's allowed, how devices are secured, how support is requested, and what to do in a breach

## Review Access Logs and Activities

- Monitor for logins from new locations, off-hours activity, or failed MFA attempts

## Next Steps

**Book your FREE IT and Cyber Security Consultation today.** We'll map out your personalised proposal for IT support and handle the rest.

Visit our Cyber Awareness Hub for more information and resources:  
[www.apexcomputing.co.uk/cyber-awareness-hub](http://www.apexcomputing.co.uk/cyber-awareness-hub)

**Download a PDF copy of the checklist here**