# Welcome

Security Lessons from Verizon's Analysis of 42,068 Security Incidents

What do you hope to learn today?

Please take a moment to fill out the yellow cards.

Our presenters will review the cards to ensure we cover the topics/areas of interest.

We will collect them before we get started.

Thanks!







# Collect 'Learn Today' Cards

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system source

# **Our Management Seminar Series**

- Security Lessons from Verizon's Analysis of 42,068 Security Incidents
- Learning from our 145,000 Completed IT Support Tickets and 13,750 Satisfaction Surveys
- Reducing Your IT Costs
- Evaluating Managed IT Services
- Cloud Strategy
- DR Planning
- Building a Cost Effective and Crisis Free IT Team





- Your security agenda
- Report basics
- Breach trends
- Incident classification patterns
- Gartner's insource/outsource recommendation
- Possible actions



## Verizon Data Breach Investigations Report

- 62 organizations contribute world-wide
  - From Akamai to Homeland Security
- Lists threats, vulnerabilities and actions leading to security incidents and data breaches
- Categorized by industry using NAICS codes
- 10<sup>th</sup> year



#### Secondary Attacks Prevalent

- 70% of attacks with known motives involve a secondary victim
- Servers compromised for denial-of service (DoS) attacks, hosting malware or for phishing site



#### Percentage of Breaches per Asset Category



#### **Breach Discovery "Detection Deficit"**

compares how often attackers compromised a victim in days or less (green) with how often defenders detected compromises in same time frame (blue).



**60%** IN 60% OF CASES, ATTACKERS ARE ABLE TO COMPROMISE AN ORGANIZATION WITHIN MINUTES.

#### Timespan of breach events over time



# **Sharing Threat Information**

How <u>fast</u> intelligence needs to be shared

- 75% of attacks spread from Victim 0 to Victim 1 within 24 hours - 40% < hour</li>
- Most IP addresses on the block/alert list < 1 day</li>
- Breadth of intelligence to be shared
  - Phishing infrastructure is 9K domains and 50K URLs monthly



# Vulnerabilities

- Vast majority of exploited vulnerabilities compromised > year after publication
- Patch broadly and consistently more effective than urgently patching at release



#### **Action - Performance Reporting**





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# Mobile

- Android wins at malicious activity (96%)
  - iOS activity mainly failed Android exploits!
  - Mainly annoyance and resource wasting infections
- Mobile not preferred path to breaches



# Mobile

 VZ Wireless supplied data stripped of low grade malware and adnoyance found count of compromised devices negligible – 0.03% per week



#### Malware

 Data by industry shows financial services, insurance, retail, utilities and education are leading risk sectors with varying signatures



#### Impact

#### Linear cost/record moves to more statistically sound \$ ranges

RECORDS	PREDICTION (LOWER)	AVERAGE (LOWER)	EXPECTED	AVERAGE (UPPER)	PREDICTION (UPPER)
100	\$1,170	\$18,120	\$25,450	\$35,730	\$555,660
1,000	\$3,110	\$52,260	\$67,480	\$87,140	\$1,461,730
10,000	\$8,280	\$143,360	\$178,960	\$223,400	\$3,866,400
100,000	\$21,900	\$366,500	\$474,600	\$614,600	\$10,283,200
1,000,000	\$57 <mark>,</mark> 600	\$892,400	\$1,258,670	\$1,775,350	\$27,500,090
10,000,000	\$150,700	\$2,125,900	\$3,338,020	\$5,241,300	\$73,943,950
100,000,000	\$392,000	\$5,016,200	\$8,852,540	\$15,622,700	\$199,895,100

Ranges of expected loss by # of records

#### Incident Classification Patterns 88% of 42K incidents covered by top 9 patterns



Frequency of incident patterns across "security incidents" (right) and "data breaches" (left)

#### Industry Comparison

		Accommodation	Education	Finance	Healthcare	Information	Manufacturing	Public	Retail		Accommodation	Education	Finance	Healthcare	Information	Manufacturing	Public	Retail
Г	Denial of Service	4	228	445	3	508	10	617	180					1	2		1	
	Privilege Misuse	5	7	48	125	23	13	7,417	9		5	5	26	104	13	8	58	6
	Lost and Stolen Assets	5	13	10	92	4	2	5,519	4		4	3	2	42	2	1	7	
Ī	Everything Else	8	106	20	40	32	213	88	8		8	14	16	28	24	4	19	3
Pattern	Point of Sale	182		3	4	1			9		180		3	3				8
Pat	Miscellaneous Errors	2	24	14	114	13	3	2,246	16		1	16	10	96	9	2	38	12
	Web App Attacks	4	25	376	32	73	4	148	28		3	11	364	15	61		13	24
	Crimeware	5	32	30	54	63		5,102	14			5	7	12	1	2	5	1
	Payment Card Skimmers	6		53			1	1	57		5		44				1	39
L	Cyber-Espionage		22	5	2	4	115	112	3			19	5	1	4	108	98	1
Г	Hacking	176	394	850	84	616	588	958	220		171	43	387	48	89	111	130	30
	Misuse	5	7	48	125	23	13	7,417	9		5	5	26	104	13	8	58	6
E E	Physical	12	11	64	73	4	2	18	62		10	2	46	31	2		11	39
Action	Social	9	131	385	37	47	390	147	24		9	32	372	23	37	109	102	20
_ ₹	Error	2	28	18	154	16	5	7,763	16		1	19	11	119	10	3	47	12
	Malware	187	58	395	66	111	358	5,219	42		180	26	370	18	42	92	103	24
L	Environmental																	
Г	Server	185	367	874	184	634	68	880	234		175	34	399	123	101	10	100	38
	Media	8	12	14	145	6	1	1,440	11		7	5	10	105	5	1	31	8
L T	User Dev	178	43	393	76	50	302	5,691	36		174	18	367	25	34	63	109	23
Asset	Person	10	132	387	41	48	390	149	24		10	33	372	27	38	109	104	20
_ ₹	Network		2	6	3	6		3					1		2		1	
	Kiosk/Terminal	4		57			1	2	57		3		45				1	38
L	Embedded																	
													_					
			0	%		2	5%			50%			75%			100%	6	

## Accommodation and Food Services

Frequency	96% External, 4% Internal (breaches)
Top 3 patterns	Point of Sale Intrusions, Everything Else and Privilege Misuse represent 96% of all data breaches within Accommodation
Threat actors	96% External, 4% Internal (breaches)
Actor motives	99% Financial, <1% Grudge (breaches)
Data compromised	96% Payment, 2% Personal, 1% Credentials
Summary	This vertical was dominated by POS breaches. Most of them are opportunistic and financially motivated and involve primarily malware and hacking threat actions. Time-to-compromise is quick but time-to-discovery and containment remains in the months category. Fraud detection is increasing compared to previous years.

Decrease malware installation (94% of breaches) No default passwords Only allow connections from whitelisted IPs to POS network Patch promptly and consistently

#### **Educational Services**

Frequency	455 incidents, 73 with confirmed data disclosure
Top 3 patterns	Cyber-Espionage, Miscellaneous Errors and Everything Else represent 67% of all data breaches within Education
Threat actors	71% External, 30% Internal, 3% Partner (breaches)
Actor motives	45% Financial, 43% Espionage, 9% Fun (breaches)
Data compromised	56% Personal, 27% Secrets, 8% Credentials
Summary	This section will focus on confirmed data breaches, but Education remains a consistent target of Denial of Service (DoS) attacks also. 2016 results reflect a substantial increase in the number of espionage-related breaches.

#### **Educational Services Threat Categories**



## **Educational Services Top Actions**

- Train employees and students on security awareness and encourage reporting of suspicious activity such as phishing or pretexting attacks
- Develop response plan and practice disaster and recovery plans to prepare for unreasonably high traffic

# **Financial and Insurance**

Frequency	998 Incidents, 471 with confirmed data disclosure
Top 3 patterns	Denial of Service, Web Application Attacks and Payment Card Skimming represent 88% of all security incidents within Financial Services
Threat actors	94% External, 6% Internal, <1% Partner (all incidents)
Actor motives	96% Financial, 1% Espionage (all incidents)
Data compromised	71% Credentials, 12% Payment, 9% Personal
Summary	DoS attacks were the most common incident type. Confirmed data breaches were often associated with banking Trojans stealing and reusing customer passwords, along with ATM skimming operations.

Financial and Insurance Threat Categories (After removing ATM skimming, DoS, and botnets)

Privilege Misuse Accessing systems to fraudulently transfer money
Using customer information for identity theft

# Financial and Insurance Top Actions

- Train users on security awareness and encourage reporting of suspicious activity
- Have a DoS mitigation service and know the service scope
- Periodically monitor employee activities. Give permissions only if needed and disable accounts immediately at exit.

#### Healthcare

Frequency	458 incidents, 296 with confirmed data disclosure
Top 3 patterns	Privilege Misuse, Miscellaneous Errors and Physical Theft and Loss represent 80% of breaches within Healthcare
Threat actors	32% External, 68% Internal, 6% Partner (breaches)
Actor motives	64% Financial, 23% Fun, 7% Grudge (breaches)
Data compromised	69% Medical, 33% Personal, 4% Payment
Summary	Healthcare has the unenviable task of balancing protection of large amounts of personal and medical data with the need for quick access to practitioners. Internal actors are well represented with employees accessing patient data out of curiosity, or to commit identity fraud.



# **Healthcare Top Actions**

- Process to prevent errors (Checklist Manifesto)
- Disposal policy for PII including monitoring
- Encrypt mobile devices to limit impact of lost assets

# Information

Frequency	717 incidents, 113 with confirmed data disclosure
Top 3 patterns	Denial of Service, Web Application Attacks and Crimeware represent 90% of all security incidents within Information
Threat actors	97% External, 3% Internal (all incidents)
Actor motives	75% Financial, 18% Fun/Ideology/Grudge, 6% Espionage (all incidents)
Data compromised	56% Credentials, 45% Personal, 6% Internal
Summary	Both incidents and breaches within the information sector have a strong association with internet- facing web servers.

**Top Information Threat Categories** 



# **Information Top Actions**

- Implement 2FA for admin access to web apps and data stores
- Extend strong authentication to app users
- Develop DDoS response plan within BC and DR plans
- Patch server software (OS, web applications, plug-ins)

# Manufacturing

Frequency	620 incidents, 124 with confirmed data disclosure
Top 3 patterns	Cyber-Espionage, Privilege Misuse and Everything Else represent 96% of breaches within Manufacturing
Threat actors	93% External , 7% Internal (breaches)
Actor motives	94% Espionage, 6% Financial (breaches)
Data compromised	91% Secrets, 4% Internal, 4% Personal
Summary	Gains in strategic advantage via espionage-related actions comprise the majority of breaches within this industry. Most are conducted by state-affiliated actors, but instances of internal espionage pilfering trade secrets are present as well.

#### **Top Manufacturing Threat Categories**

Cyber-Espionage

• Stealing IP for competitive advantage

# Manufacturing Top Actions

- Sensitive data is separated with need to know access
- Train employees against phishing and easy ways to report suspicious emails
- Monitor internal network, devices and applications
  - Accounts monitoring
  - Audit log monitoring
  - IDS monitoring
- DLP

#### **Public Administration**

Frequency	21,239 incidents, 239 with confirmed data disclosure
Top 3 patterns	Cyber-Espionage, Privilege Misuse and Miscellaneous Errors represent 81% of breaches within Public Administration
Threat actors	62% External, 40% Internal, 4% Multiple parties, 2% Partner (breaches)
Actor motives	64% Espionage, 20% Financial, 13% Fun/Ideology/Grudge (breaches)
Data compromised	41% Personal, 41% Secrets, 14% Credentials, 9% Medical
Summary	Almost one half of attacks resulting in confirmed data disclosure are state-affiliated. Timeline for breach to discovery is over 50% in the "years" category.
#### **Top Public Administration Threat Categories**



#### **Public Administration Top Actions**

- Know sensitive data, where it resides, who has access rights and who does access
- DLP and data egress logging
- Understand type of threat actor most interested in your data

#### Retail

Frequency	326 incidents, 93 with confirmed data disclosure
Top 3 patterns	Denial of Service, Web Application Attacks and Payment Card Skimming represent 81% of all security incidents within Retail
Threat actors	92% External, 7% Internal, <1% Partner (incidents)
Actor motives	96% Financial, 2% Espionage, 2% Curiosity (incidents)
Data compromised	57% Payment, 27% Personal, 17% Credentials
Summary	Online retailers are consistent targets of DoS attacks, and POS environments continue to be compromised for financial motivations.



#### **Retail Top Actions**

- Denial of service mitigation plans
- Keep critical assets on a separate network
- Implement strong passwords with 2FA especially for remote access into payment processing networks

#### **Social Attacks**

Frequency	1,616 incidents, 828 with confirmed data disclosure
Top 3 patterns	Web Applications Attacks, Cyber-Espionage and Everything Else represent 96% of all security breaches involving social attacks
Threat actors	99% External, 1% Internal, <1% Partner (breaches)
Actor motives	66% Financial, 33% Espionage, <1% Grudge (breaches)
Data compromised	61% Credentials, 32% Secrets, 8% Personal
Summary	Social attacks were utilized in 43% of all breaches in this year's dataset. Almost all phishing attacks that led to a breach were followed with some form of malware, and 28% of phishing breaches were targeted. Phishing is the most common social tactic in our dataset (93% of social incidents).

#### Phishing

- 30% opened phishing email 12% of total click attachment - 7.3% of users were successfully phished
- 15% of those who fell victim twice 3% clicked > twice - <1% clicked > three times
- Many sent as steady campaign just 10 e-mails yield
   > 90% chance one person opens attachment
- Median time to click attachment = 3.7 min



#### Crimeware

# malware not associated with patterns like cyber espionage or POS intrusions

Variety of malware within Crimeware pattern



#### Ransomware

- Ransomware attacks not counted as breaches because typically data loss cannot be confirmed.
  - HHS given guidance that ransomware should be reported as a breach – now 72% of malware incidents in Healthcare
- From  $22^{nd} \rightarrow 5^{th}$  most common malware in 2014
- Social actions, notably phishing moving from 8%  $\rightarrow$  21% of incidents in 2016
  - Emails often targeted at job functions HR and accounting



#### **Crimeware Top Actions**

- Block executables at email gateway
- Disable macro-enabled Office docs if not needed
- Block JavaScript via email
- Keep browsers up to date
- Malware defenses
- Prioritize browser and plug-in exploitation patches



#### Web App Attacks Top Actions

- Common for web servers to attack different target
- Cross-site scripting and SQL injection haven't disappeared but less favored than using credentials
- Minimize information or credentials on web server
- 2FA to slow intruders
- Patch CMS and plug-in consistently
- SQLi and input validation testing



#### Distributed denial-of-service (DDoS) attacks



#### **DDoS Attacks Top Actions**

- Understanding mitigation needed is key
  - What attack length and size do you need to resist?
- Weigh business impact of not having defenses vs. cost of acquiring them



#### Physical Theft/Loss

- Most theft occurred within victim's work area and secondarily employee-owned vehicles
- Asset lost >> more often than stolen
- Encrypt and centrally manage
- Paper documents can't be encrypted so handle sensitive data on a need to print basis or tokenize
- Train on data handling and monitor



#### **Insider Misuse**

- Top actions privilege abuse for \$ gain and curiosity
- Security controls identifying employee misuse detect external attackers masquerading as privileged users





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#### **Miscellaneous Errors**



#### **Miscellaneous Errors**

- Directly leads to loss
- Need process for discarding anything sensitive
- Use past mistakes in security training for handling, storage, delivery and disposal
- Use 2<sup>nd</sup> reviewer for publishing reviewer
- Monitor webpages for publishing errors



#### **Cyber-Espionage Top Actions**

- Anti-malware at the email gateway
- Security awareness training
- Prioritize browser and plug-in exploitation patches
- Process to report phishing attempts with subsequent monitoring and logging
- Segment networks into zones requiring 2FA



#### Payment Card Skimmer Top Actions

- Gas pump terminals increase >3X from LY
- ATM incidents down 25% from LY
- Chip and pin slowly becoming prevalent
- Monitor outdoor terminals via video and review tapes
- Check as part of routine closing/opening
- Use tamper evident controls



#### **Point of Sale Top Actions**

- Defined by remote attacks against card transactions
- 95% of breaches with stolen credentials used vendor remote access to hack into their customer's POS environments.
- POS vendors need to strengthen authentication and limit remote access



#### **Everything Else**

 Includes email compromises from management with wire transfer instructors requiring quick attention



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From: Chris James CFO Sent: Thursday, April 30, 2015 11:52 AM To: Sam Watt, Controller Subject: Fwd: Transfer Sam, Please process wire to the attached wire instruction accordingly. Code it to admin expenses and let me know when completed. I will send you details and invoice ASAP, you can use this email as backup for now if you need to. Thanks, Chris James, CFO ----- Original Message ------Subject: Transfer 2015-04-30 11:39 am Date: David Jones, President From: Chris James, CFO To: Bruce Davidson, Owner Copy:

#### Chris,

See attached wire instruction for the wire as discussed. Let me know when processed.

**David Jones** President

#### Pre-texting email

From: Ray Newton [mailto:rnewton@syssrc.com] Sent: Thursday, April 14, 2016 10:34 AM To: Melanie Magness Subject: SALARY REVIEW

Hello

I need you to send me all our employees 2015 W-2 (PDF) for an immediate review. I need you to attach them and send to me now.

Thanks.

#### **Actions - Prioritize Security Directions**

Critical Security Controls (SANS Institute)		Accommodation [72]	Administrative [56]	Construction [23]	Education [61]	Entertainment [71]	Finance [52]	Healthcare [62]	Information [51]	Management [55]	Manufacturing [31,32,33]	Mining [21]	Other [ <u>81</u> ]	Professional [54]	Public [92]	Real Estate [53]	Retail [ <u>44,45</u> ]	Trade [42]	Transportation [48,49]	Utilities [22]
Software Inventory	<u>2.4</u>																			
	3.1																			
Standard Configs	<u>3.2</u>																			
	<u>3.8</u>																			
Malware Defenses	<u>5.1</u>																			
	<u>5.2</u>																			
	<u>5.6</u>																			
Secure Development	<u>6.4</u>																			
	<u>6.7</u>																			
	<u>6.11</u>																			

#### % incidents where a CSC control is recommended

CSC	DESCRIPTION	PERCENTAGE	CATEGORY
13-7	2FA	24%	Visibility/Attribution
6-1	Patching web services	24%	Quick Win
11-5	Verify need for Internet-facing devices	7%	Visibility/Attribution
13-6	Proxy outbound traffic	7%	Visibility/Attribution
6-4	Web application testing	7%	Visibility/Attribution
16-9	User lockout after multiple failed attempts	5%	Quick Win
17-13	Block known file transfer sites	5%	Advanced
5-5	Mail attachment filtering	5%	Quick Win
11-1	Limiting ports and services	2%	Quick Win
13-10	Segregation of networks	2%	Configuration/Hygiene
16-8	Password complexity	2%	Visibility/Attribution
3-3	Restrict ability to download software	2%	Quick Win
5-1	Anti-virus	2%	Quick Win
6-8	Vet security process of vendor	2%	Configuration/Hygiene

40% of "most effective" controls are in the "Quick Win" category

#### Action - Proactivity Drives Risk Reduction

1.1.1.1.1.1.1.1.1.1	
< 🕞 🙋 https://kaseya.sys	ssrc.com/vsaPres/Web20/core/KHome.aspx?first 🔎 🖌 🔒 🖒 <i>ể</i> Kaseya × 🔕 Report: 61 <i>ể</i> Magic Qua 🖬 Misguided 🛛 🏠 ☆ 🔅
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system source Kase	ya <u>SYSSRC Wiki</u> 😢 mweinstein - 😮 Logoff
	C Refresh Endpoint Info 🔶 Run Command
Search Navigation × 🖃 🛨	Machine Id: 🖉 Machine Group: < All Groups > 💌 View: < No View > 🗳 🕂 New 🥖 Edit 🍸 Reset
Agent 🔨	4 4 9 of 10 ▶ ▶   100 ▼ Selected: 1   Viewing: 801-900 of 994
Agent Procedures	System Name         Organization _         Role         Prot         Infection S         Install St         Content         Last Successful Scan         Managed By         Client Software Version           JOANNE-PC         SYSTEM SOURCE Endpoint         Enabled.         Installed         Out-of-date.         3/28/2014 10:10 AM (EE SSAPP         12.14013.4013
Audit	CRMSQL-08 SYSTEM SOURCE Endpoint Enabled, Sinstalled Out-of-date, 3/21/2014 10:38 AM (EE SSAPP
Sackup	ANDERSON81 SYSTEM SOURCE Endpoint Enabled. Installed Out-of-date. 10/8/2013 12:00 PM (EL SSAPP)
S Data Backup	SROBINSON-NEW SYSTEM SOURCE Endpoint Enabled. Installed Out-of-date. 3/28/2014 9:55 PM (ED' SSAPP
Desktop Management	AVCONFERENCE SYSTEM SOURCE Endpoint Enabled. Installed Out-of-date, 3/28/2014 6:19 PM (ED SSAPP
	DCOBVMO2 SYSTEM SOURCE Endpoint Enabled. © Installed Out-of-date. 3/28/2014 6.25 PM (ED SSAPP COMPUTER has a
Discovery	COMPUTE STATEM SOURCE Entropoint Enabled. Installed Out-of-date. 3/20/2014 9:59 AM (ED SSAPP COMPUTED INTAG A
🥞 Info Center	
Mobile	
Monitor	
Patch Management	
Policy Management	OCRPBACKUP SYSTEM SOURCE Endpoint Enabled, Out-of-date, 3/28/2014 6:28 PM (ED' SSAPP
Remote Control	SKLEINWIN7-PC SYSTEM SOURCE Endpoint Enabled. Out-of-date. 3/28/2014 11:39 PM (EF
0	SSXEN2 SYSTEM SOURCE Endpoint Enabled. Vinstalled Out-of-date. 3/28/2014 German SSAPP 12.1.2015.2015
Security	O DC12 SYSTEM SOURCE Endpoint Enabled. Out-of-date Dut-of-date C24 PM (ED' SSAPP 12.1.2015.2015
Symantec Endpoint Protection	HREBSTOCK-HP SYSTEM SOURCE Endpoint Enabled. On Installed On Contract Contr
Overview     Operations	SSAPP SYSTEM SOURCE Server Enabled.
Servers	SYSSRCSQL SYSTEM SOURCE Endpoint Enabled. 🤡 🦳 Installed Out-of-date. 3/28/2014 6:26 PM (ED' SSAPP 12.1.2015.2015
Clients Audit Log	OCVM1 SYSTEM SOURCE Endpoint Enabled. 📀 Installed Out-of-date. 3/29/2014 12:02 AM (EE SSAPP 12.1.2015.2015
Configuration	JBENNETT2013 SYSTEM SOURCE Endpoint Enabled. 📀 Installed Out-of-date, 3/28/2014 6:10 PM (ED' SSAPP 12.1.4013.4013
System	EXECSECRETAR' SYSTEM SOURCE Endpoint Disabled 📀 Installed Out-of-date, 9/10/2013 10:26 AM (EL SSAPP 12.1.2015.2015
2 Ticketing	BOBOFFICE-NEW SYSTEM SOURCE Endpoint Enabled. 📀 Installed Out-of-date. 3/29/2014 12:06 AM (EL SSAPP 12.1.2015.2015
Manage Tickets	SYSSRCCRM-08 SYSTEM SOURCE Endpoint Enabled, 🤡 Installed Out-of-date, 3/21/2014 10:39 AM (EE SSAPP 12.1.3001.165
View Summary	CBRZOZ WINZ SYSTEM SOURCE Endmoint Enabled, 🕑 Installed Out-of-date, 3/28/2014 11:26 PM (FE SSAPP 12:1:4013:4013
Create/View Delete/Archive	Endpoint Info Organization Info Endpoint Log Audit Log
Migrate Tickets	
Configure Ticketing	Endpoint Summary
Time Tracking	, Details about the individual endpoint.
Veeam Backup & Replication Navigation Mode: Tree-Based	
Travigation Moue. F Tree-Daseu	

#### **Actionable Security Reports**

- User accounts with escalated administrative privileges
- •User accounts not logged in within the last 90 days
- Computers not connected to the domain in >90 days
- Computers running outdated operating systems (Server 2003 and XP)
- •Proofpoint spam filtering and spooling report
- •SEP risk report
- •Report showing passwords not changed in 90 days
- Password policy
- Log retention policy settings
- Account lockout monitoring
- •Bad password attempt monitoring
- •Office 365 last logon
- Screen lock settings



#### Action- Staff Entrance and Exit

#### Detailed procedures onboard/exit new staff efficiently

EMPLOYEE	Standard service level agreement is 2 business hours after form submission (w/o PC handling)								
EXIT									
CHECKLIST Employee									
Name									
Phone									
Location									
Exit Terms	Termination	Resignation							
Exit Date/Time		Time:							
Network access:	Remove user from all non-prir	nary groups, hide from the global access list and:							
access.	Change network password								
	Requested Password:								
	Delete network account eff	iective							
	(Deletes Mailbox in 30 days after deletion)								
	Disable network account effective								
	Delete Network Account or	n Click here to enter a date.							
File Retention	Retain Personal Network	Directory							
	Give access to the Personal Network Directory to:								
	Retain local My Documents folder								
	Move My Documents folder to:								
	Give access to the My Documents folder to								
Mailbox	Retain existing mailbox (av	vailable only if account is not deleted)							
Handling	Allow Inbox to receive email								
	Give mailbox proxy rights to:								
	Forward new email to:								
	Create out of office reply to alert senders with the following message:								
	Use Default (messages wil	l be forwarded for one year from departure):							
	Your email has been fo	orwarded to for attention. For immediate assistance please contact	at	or email					
	Thanks								
	Alternate message:								
	Save the mailbox as a stat	ic file (.pst) to							

## Ask About IT





Evaluations & Door Prizes

### **THANK YOU!**



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