

## Smart Collaboration & Information Sharing

### Work Faster. Share Smarter.

We share files, screens, messages, and links every day to get work done. Because it feels easy, mistakes can happen. These simple tips help you collaborate quickly and confidently - with coworkers, vendors, and partners - without putting information at risk.

**No extra steps. No slowdown.  
Just smarter habits.**

#### Use the Right Tools

- Use company-approved tools for files, messaging, and meetings
- Avoid personal email, texting, or consumer apps for work

**Why:** Approved tools automatically protect you with security features like encryption and access controls.

#### Share Only What's Needed

Before you send or share:

- Choose the right permission (view vs. edit)
- Share only with people who need access
- Remove access when work ends or roles change

**Why:** Less sharing means fewer mistakes, follow ups, and “oops” moments.

#### External Sharing: Be Extra Careful

When working with vendors or partners:

- Verify identities and confirm who is authorized
- Use company approved, secure sharing methods
- Close unrelated files before screen sharing and confirm attendees

**Why:** External sharing mistakes are difficult to fix. A quick check can prevent exposure.

#### Smart Cyber Habits

- Question unexpected requests for access or information
- Protect your login details and use MFA when available
- Be extra cautious with sensitive or personal data

**Why:** Even great tools can't protect against rushed decisions.

#### Bottom Line

Smart collaboration is about speed, awareness, and security working together. It's not more rules - it's avoiding accidental oversharing, staying alert with external partners, and letting secure tools do their job in the background.