



# The 60-Minute Cyber Upgrade

*If you only do five things. Most people finish in under an hour, and remove a big chunk of real risk.*

1. **Two-step login for email.** Your email is the master key. Turn on MFA so a stolen password alone can't get in.
2. **A 'payment change' rule.** If a supplier emails new bank details, confirm by phone using a number you already have. Never on email alone.
3. **Automatic daily backups.** So ransomware becomes an inconvenience, not the end. Include your Microsoft 365 / Google Workspace data.
4. **Automatic updates — everywhere.** Computers, phones and key software. If a device asks to restart for updates, do it the same day.
5. **Make reporting mistakes safe.** Most incidents start with a click. Tell your team that reporting quickly will never get them in trouble.

## Most attacks start with

Stolen email access · fake invoices & payment fraud · phishing emails · ransomware · unpatched software.