

1.3 How to Use This Guide

There is a lot of information in this runbook, and at first glance, it might be intimidating. Take it piece-by-piece. This runbook is laid out in a series of topics dealing with a specific security and privacy area, prioritized based on risk, and tiered into:

- The Basics - the minimum everyone should do
- Better Protection - closes more gaps but requires a little more customization
- Extra Credit - more advanced but still user-friendly

Plan to dedicate some time each week; it doesn't have to be much, just 30 minutes will go a long way. I recommend that you go topic-by-topic on your first pass, read the general topic information and apply The Basics. Then go back through and apply Better Protection wherever possible. Finally, take a final pass and apply any Extra Credit you are comfortable with. Don't worry if you aren't able to apply everything, every little bit counts. You can always reach out to me if you have any questions. If you're holding this runbook then you know how to get hold of me.

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