

# SHADON

# IT

**WARNING**

**Ask IT for help, not  
your coworkers.**

**OPERATING OUTSIDE OF, AND WITHOUT THE  
KNOWLEDGE OF, YOUR IT DEPARTMENT**

- Do not bypass IT and use personal email for work.
- Do not send passwords via unsecure platforms.
- Do not store work files in your cloud or on your personal device.
- Do not sign up for work accounts without IT approval.