

# Cybersecurity Newsfeed

User Guide

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*Internal Use Only*



**#HACKERSUCK**

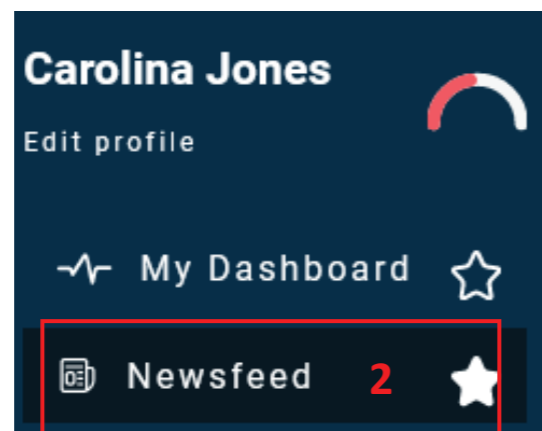
[www.TrustTelesystem.com](http://www.TrustTelesystem.com)

# What is the Cybersecurity Newsfeed?

We are proud to present our new, in-portal Newsfeed: a cybersecurity social network!

Each week, along with Micro Training and Newsletter postings, the Newsfeed will be filled with a variety of supplemental, educational cyber content.

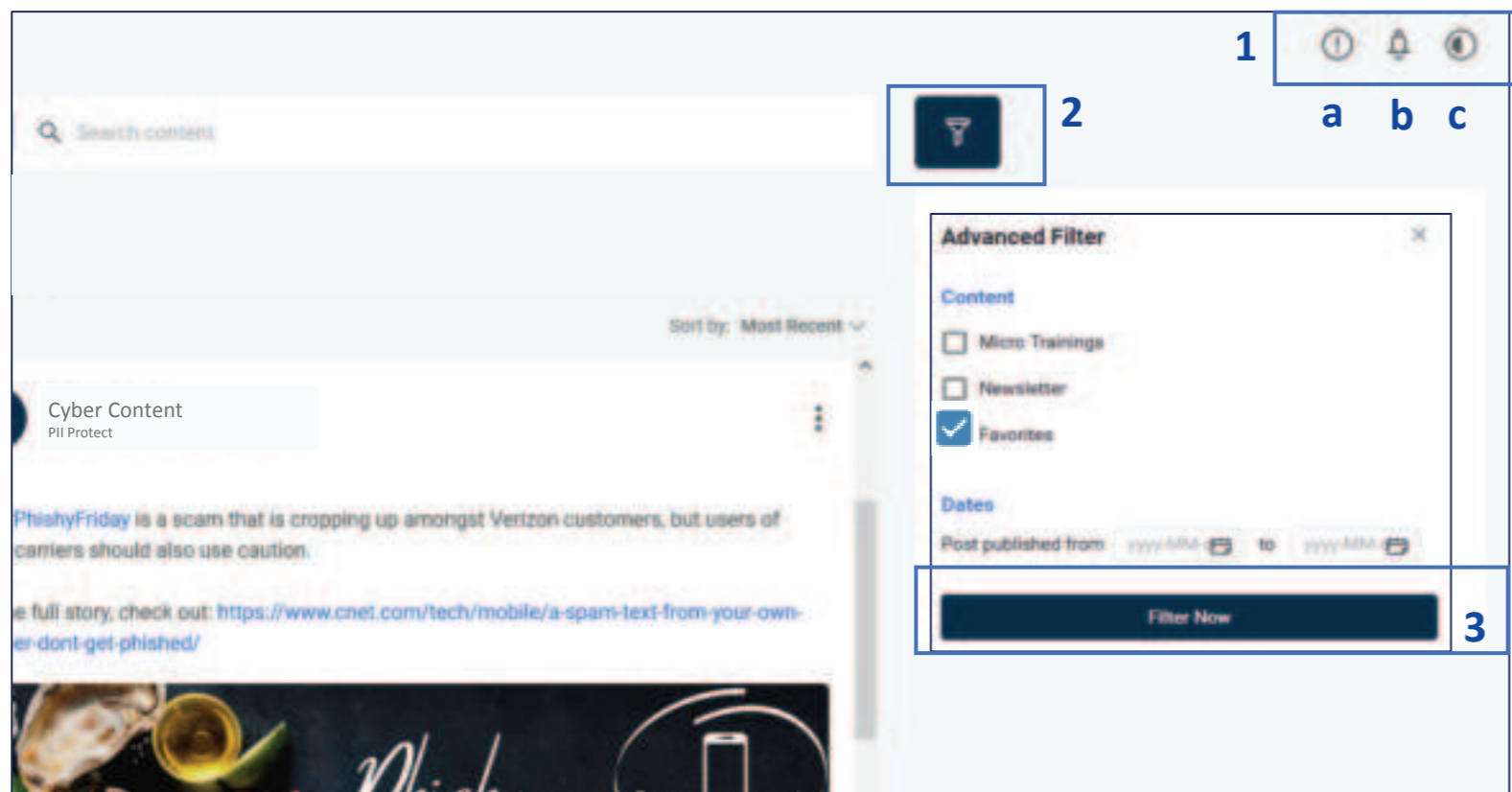
This exclusive, newsfeed-only content includes posts such as: infographics, security tips, and other engaging and interactive cybersecurity-awareness boosters.



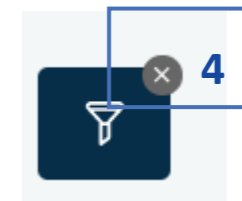
1. To access the Newsfeed, first log in to the Portal.
2. Click the **“Newsfeed”** tab on the left side column.
3. If you do not see Newsfeed listed on the left side column, inform your administrator that you'd like the Newsfeed feature enabled.

# Icons and Filters

1. The top right of the page also consists of three icons:
  - a) Terms of Use: Click the **“Exclamation”** icon to review the terms you’ve agreed to. (if available)
  - b) Notifications: Click the **“Bell”** icon to see post notifications.
  - c) Dark Mode: Click the **“Half-moon”** icon to enable and disable Dark Mode. (if available)
2. Click the **“Filter”** icon to sort the post you see on the newsfeed by categories such as: Favorites, Micro Trainings, Newsletters, Date published, etc.
3. Check off the content you would like to filter and select **“Filter now”**.

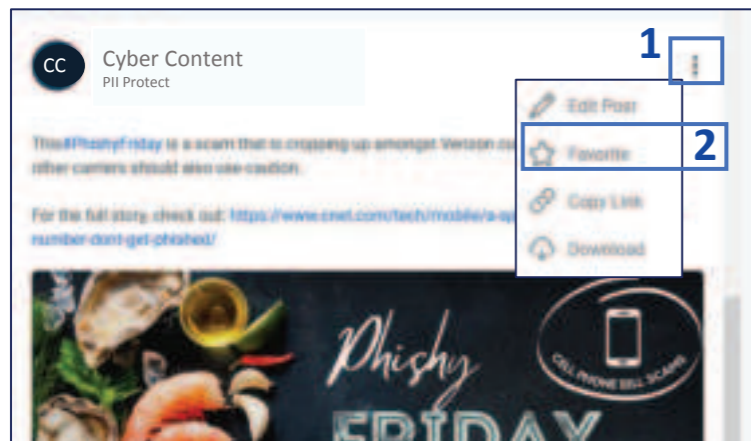


4. To clear all placed filters, and go back to the “Whole Newsfeed View” click the **“X”** next to the filter icon.

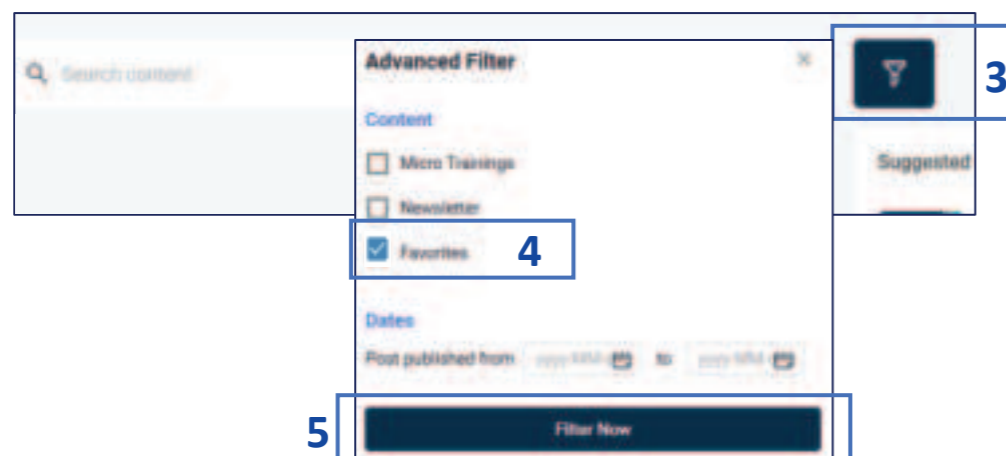


# Favoriting Posts

1. If you see a post that you would like to favorite, and easily find again, click the three dots at the top of the post of interest.
2. Select **“Favorite”**.



3. To find the post again, click the **“Filter”** at the top right of the Newsfeed
4. Check off **“Favorite”**.
5. Hit **“Filter Now”**.
6. Your Newsfeed will be filtered to only show the posts that you have favorited.
7. To unfavorite a post that you have already favorited, click the three dots from step 1, and select **“Favorite”** again. The star icon will go from colored in to outlined, indicating that it is no longer favorited.



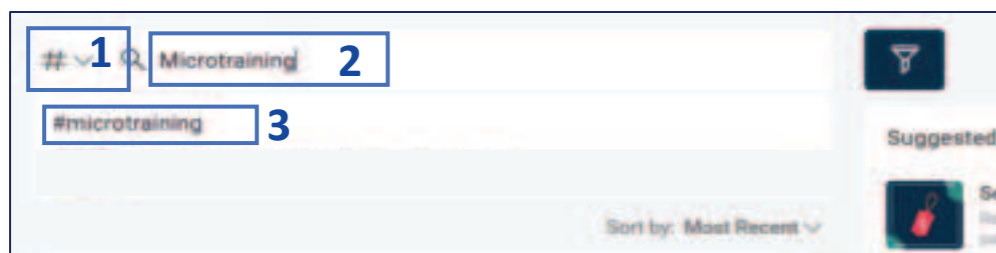
**Favorited post**



**Unfavorited post**

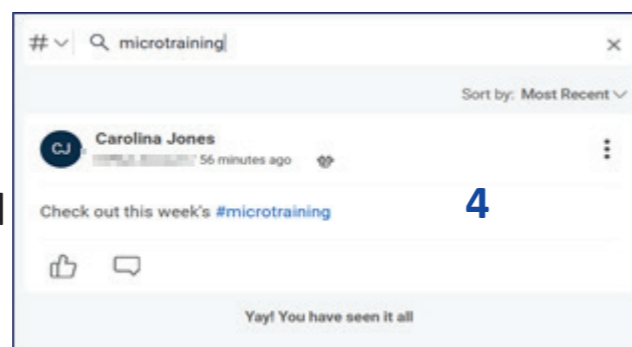
# Searching by Hashtags (#) and @ mentions

1. To search by “**Hashtags**”: at the top of the Newsfeed next to the search bar, be sure the search dropdown menu shows the # icon.
2. Begin typing the hashtag you wish to search for.
3. If the hashtag is part of the hashtag bank, and found within a post, the full text will show up from the drop-down menu. Click the drop-down text you wish to search.
4. Your Newsfeed will now filter in every post that contains the hashtag you searched for.

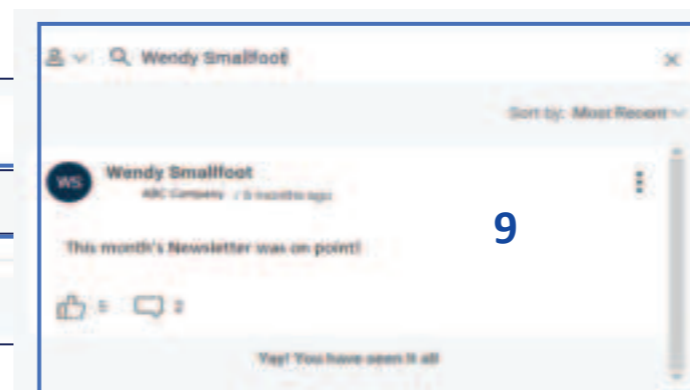


**Note:** When searching for hashtags, you do not need to use a #, or use spaces. For example:

#Microtraining, or Micro Training will not yield any results from the search bar, however Microtraining will.



5. To search by “**@ Mentions**”: at the top of the Newsfeed next to the search bar, click the dropdown menu,
6. Select “**User**”.
7. Begin typing the name of the user you wish to search for.
8. From the provided drop-down names, select the one you wish to search for.
9. Your Newsfeed will now filter in every post that was posted by the person you searched for, or contained an @mention of their name.



**Note:** You will only be able to search for employees within your company.

# Copying Posts

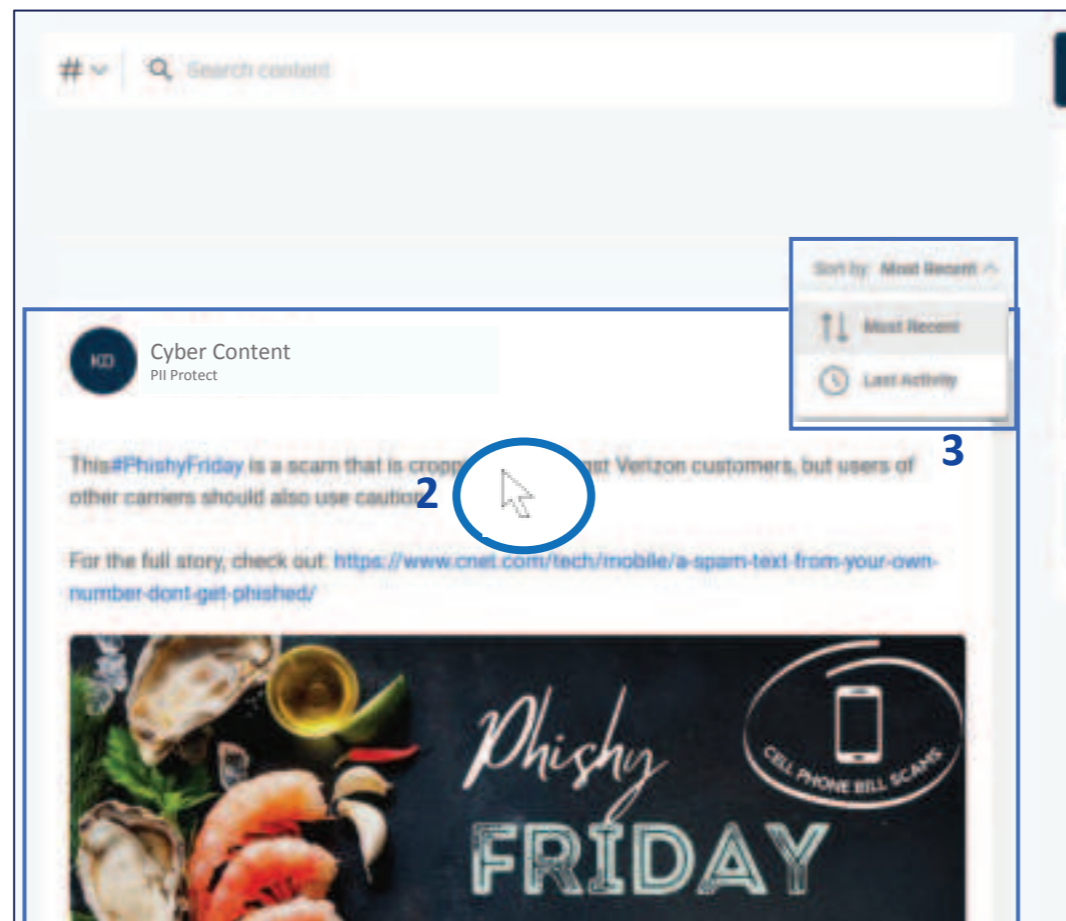
1. If you see a post that you would like to share in its entirety, click the three dots at the top of the post of interest.
2. Then select **“Copy Link”**.

**Note:** The copied hyperlink will lead to that specific post only. In order to view the post, users that click on the link must have access to the Newsfeed.



# Viewing Other's Posts

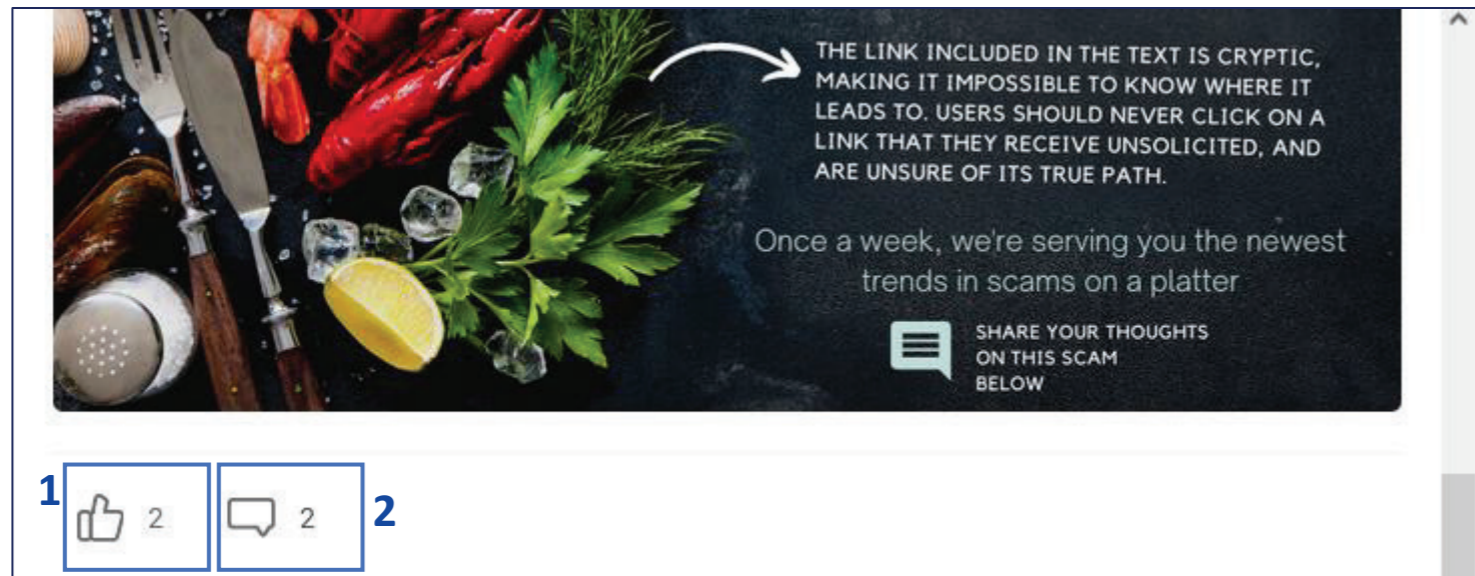
1. When you enter the Newsfeed, you will automatically see all posts sorted by most recent.
2. You can scroll through these posts by keeping your mouse over the “post blocking” section and scrolling down.
3. You can sort posts by clicking the **“Sort By”** drop down and selecting **“Most Recent”** or **“Last Activity”**



**Note:** If your mouse is anywhere else on the page, you will only be able to scroll up and down the page (not up and down the posts). Your mouse must be over the “post blocking” section in order to scroll through the Newsfeed posts.

# Interacting with Other's Posts

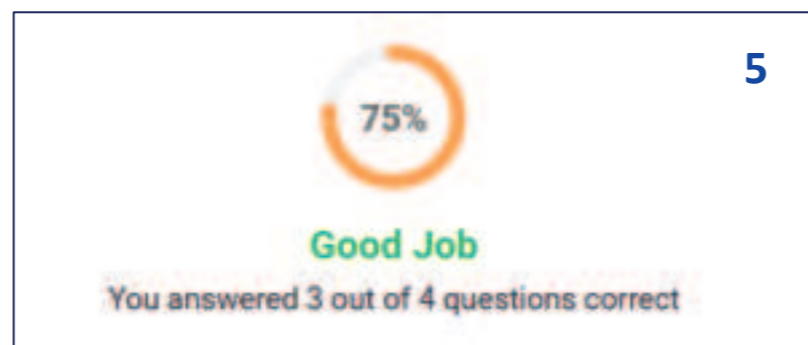
1. You can like another's post by clicking the **"Thumbs Up"** located below the post you like.
2. Commenting on another's post will be coming soon, but for now, you can view any comments posted by your provider by clicking the **"Speech Bubble"** located below the post.



**Note:** Only fellow employees within your company will see your name alongside any posts that you have liked. Conversely, you will only be able to see the names of fellow employees that have liked a post within the Newsfeed.

# Taking a Micro Training through the Newsfeed

1. If you are enrolled in weekly Micro Trainings, in addition to receiving weekly email reminders about new releases, you will also be able to access the Micro Training and corresponding quiz directly through the Newsfeed.
2. Play the video.
3. Answer the quiz questions.
4. Then hit **“Submit Quiz”**.
5. Your final score will then show below the video, and count towards your ESS.



Cyber Content  
PII Protect

Check out this week's Micro Training!

### Vacation Scams

Whenever you are ready to begin planning your next vacation, it is important to be mindful of some of the common vacation scams that dupe consumers each year.

In this week's security tip video, learn about some of the common vacation scams that you need to be on the lookout for before planning your next trip.

### Quick Tips

- Do some research on the host of the vacation home rental you are considering
- Beware of the possible hidden fees that could be associated with a "free trip"

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Submit Quiz

Question 1  
With vacation rentals, it is important to do your research and read reviews of a location and its host before booking.  
Answer -

Question 2  
Some concerns with "free trips" are the recipient may need to pay certain taxes or need to participate in a timeshare presentation before receiving the trip.  
Answer -

Question 3  
When booking a trip through a vacation home rental service, it is important to not book and pay through the application but instead you should use a third-party tool or wire transfer.  
Answer -

Question 4  
Emails or text messages advertising free trips may encourage you to click a link that could lead to a malicious website or download a virus on your device.  
Answer -

# You're All Set!

We hope you enjoy the Cybersecurity Newsfeed. A community built around keeping everyone actively informed about the cybersecurity threats we all face.

More great features coming soon!



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