FLUXLABS

CHECKLIST · TRAVEL

Traveling with a work laptop

Airports, hotels and coffee shops are where laptops get lost, stolen or snooped on.

BEFORE YOU GO

Pack

- [ ] Install updates and restart
- [ ] Make sure files are saved to the cloud or shared drive
- [ ] Check two-step sign-in works on your phone
- [ ] Pack a charger, and a privacy screen if you have one
- [ ] Leave behind what you don't need

ON THE WAY

Keep it close

- [ ] Laptop in your carry-on, never checked
- [ ] Don't leave it in a car, even locked
- [ ] Lock the screen at every stop
- [ ] Watch it through the security scanner

WHILE THERE

Connect carefully

- [ ] Use your phone's hotspot over public Wi-Fi
- [ ] Never use a public computer for work email
- [ ] Skip public USB charging. Use your own plug
- [ ] Keep the laptop in the hotel safe or with you

IF IT'S LOST

Act fast

- [ ] Call your IT support, any hour
- [ ] Ask them to lock it and sign it out remotely
- [ ] Change your passwords
- [ ] File a police report for insurance

Traveling outside the country?

Tell IT before you go. Some sign-in protections block logins from abroad, and some countries have rules about what's on your laptop.