**Email Template for Distribution to Employees**

**Suggested Subject Line:** Secure Our World - A Message from **[leadership name and/or title]**

October is Cybersecurity Awareness Month, a global effort to help everyone stay safe and protected when using technology whenever and however you connect. **[Company/Organization]** is proud to champion this online safety and education initiative this October.

All month long, we are promoting these key behaviors to encourage every employee to take control of their online lives. There are all kinds of ways to stay safe and secure online but even just practicing these cybersecurity basics can make a huge difference:

**[Use the behaviors below or customize them to fit the needs of your organization]**

1. Use Strong Passwords and a Password Manager
2. Turn on Multifactor Authentication
3. Recognize and Report Phishing
4. Update Your Software

The cybersecurity and digital privacy of our employees and customers is important to **[Company/Organization].** Throughout the month of October, **[Company/Organization]** will **[insert summary of Company/Organization’s initiatives]**.

**[Consider adding your calendar of events]**

Spread the word! We want to help you, your family, friends, and our community stay safe all year long, too. We encourage you to partner with CISA for Cybersecurity Awareness Month by emailing [AwarenessCampaigns@cisa.dhs.gov](mailto:AwarenessCampaigns@cisa.dhs.gov) and [signing up as an individual Cybersecurity Awareness Month Champion.](https://staysafeonline.org/cybersecurity-awareness-month/champions/) After signing up, you’ll receive a toolkit of free resources, including simple steps you can take to #SecureOurWorld.

Cybersecurity Awareness Month is co-managed by the Cybersecurity and Infrastructure Security Agency and National Cybersecurity Alliance. For more information about ways to keep you and your family safe online visit <https://www.cisa.gov/cybersecurity-awareness-month> and <https://staysafeonline.org/cybersecurity-awareness-month/.>