

Quick Tips

HOW TO PROTECT YOUR COMPUTER

FOCUS ON...

Antivirus Software

- Install Antivirus software on your computer.
- Keep your Antivirus software license current.
- Only open email and attachments from known senders.
- If you receive an attachment from someone you do not know or are not expecting, do not open it, delete it.

Anti-Spyware Software

- Install Anti-Spyware software on your computer.
- Keep your Anti-Spyware software license current.
- Read software agreements to understand exactly what applications are being installed on your computer.
- Only download items on the Internet from trusted sources.

Firewall Protection

- Check your operating system to verify that your firewall is turned on.
- If you don't have a firewall, install one.
- Use a firewall in conjunction with Antivirus and Anti-Spyware software.

Software Updates

- Check your computer operating system's automatic update settings to ensure you're receiving updates.
- Check your software programs for updates that may be available in the "Help" menu or on the software vendor's Website.
- Pay attention to pop-up messages within a program: these may be notices of available software updates.

HOW TO PROTECT YOUR PRIVACY

FOCUS ON...

Email Safety

- Don't include sensitive information in email.
- Never click on links within an email.
- Don't open SPAM or attachments from strangers.
- Be suspicious of emails asking for personal information.
- Be selective when providing your email address.

Online Identity Protection

- Update and strengthen the security of your online passwords.
- Use a secure browser and trusted computer for sensitive transactions.
- Log off when you're done using Websites that require a user ID and password.
- Disconnect and shut down when you're not using your computer.

Offline Identity Protection

- Monitor your postal mail.
- Don't give out your personal information freely.
- Check your credit report annually.
- Shred documents containing personal information before discarding them.

 **PROTECT PRIVACY**