SAFETY STEPS FOR ONLINE USERS

Practice these six simple steps for safety while online at work or at home. 1 Page 50-321

Remember to practice these six simple steps that help to keep you safe while online at work and at home.

1. *Change your passwords frequently.* Changing your password is easy even if it feels inconvenient.
2. *Be cautious when opening email attachments.* Please delete suspicious emails without opening, replying to the email, or clicking on any files or links within the body of the email.
3. *Be wary of web links.* Don't follow links unless you know where you are being directed. Before clicking on a link in an email, always roll your cursor over the link first to see where you will be directed. A popular trend is to place links on social networking sites that will direct you to a site where cyber criminals are waiting to make you a victim.
4. *Do apply security updates.* Apply the latest security updates whenever prompted by your installed applications, such as Windows and MAC OS updates, Java, Adobe updates, etc. Do not view these as an inconvenience, but as protection.
5. *Limit access to removable drives and shared drives.* Many of the creative worms of today utilize removable drives to aggressively spread from system to system or throughout a network.
6. *Use strong Anti-Virus software.* <PRODUCT> is used on <COMPANY> supported devices to protect and keep us up to date from viruses. In addition, remember to install strong antivirus software on your home PCs to keep you protected and safe from infections. Remember to run scans at regularly scheduled times.

   The use of these Best Practices will help keep you safe in your daily online activities.