

## STAYING SAFE WHEN USING THE INTERNET

* DO use passwords that are difficult to guess. Choose a password that uses a combination of characters, numbers and symbols.	* DON'T set your computer to remember your passwords when accessing specific web sites or applications.
* DO change your password regularly.	* DON'T use auto fill programs to automatically fill in your personal information on web sites.
* DO use an antivirus program on your computer and keep it up to date.	* DON'T open any emails with any of the following subject lines: Test, hi, hello, Mail Delivery System, Mail Deliver Failed, Mail Transaction, Failed, Unable to Deliver (mail, message, etc), Server Report, Status, Error, Urgent, Or anything else that even "feels" like it's urging you to hurry up and open this email
* DO use an anti-spyware program and be sure to run it on a regular basis.	* DON'T open attachments if you are unsure of the sender.
* DO apply operating system software patches to your computer.	* DON'T leave your computer unlocked when you are away.
* DO turn off your computer when you don't expect to use it for an extended period of time, such as just before you leave work.	* DON'T leave your computer turned on overnight.
* DO lock your workstation, if possible, when you're not using it.	* DON'T install unknown programs on your computer.
* DO be aware of scams and hoaxes.	* DON'T open attachments if you are unsure of the sender.
* DO make a backup of your important data and keep it in a safe place.	* DON'T use illegal or pirated software
* DO use a VPN when using remote access to your work computer or when using wireless technology.	* DON'T set your computer to remember your passwords when accessing specific web sites or applications.
* DO use a personal firewall where applicable, such as a PC.	* DON'T use auto fill programs to automatically fill in your personal information on web sites.
* DO use your commonsense, if you get a bad feeling about something, it probably is.	* DON'T use file sharing programs or download copyrighted material to your computer.
* DO use passwords that are difficult to guess. Choose a password that uses a combination of characters, numbers and symbols.	* DON'T write down your passwords to remember them (and don't tape them on your computer monitor).
	* DON'T open any emails with any of the following subject lines: Test, hi, hello, Mail Delivery System, Mail Deliver Failed, Mail Transaction, Failed, Unable to Deliver (mail, message, etc), Server Report, Status, Error, Urgent, Or anything else that even "feels" like it's urging you to hurry up and open this email.