

## Tips on Internet Security

- If you suspect you have a virus on your computer, call the Help Desk right away.
- Do not open attachments from anyone you don't know.
- Do not download programs on your computer from "questionable" sites.
- Backup your data often on reliable media or a network drive so that if your computer is corrupted or crashes it can be restored.
- Use "good" passwords, not ones easily guessed or hacked. Use numbers, letters, and other characters in your password and keep it secret. Do not write it down and leave it near your workstation. You can use [www.goodpassword.com](http://www.goodpassword.com) to generate secure password.
- When you are shopping on the Internet, you should only deal with web sites which are supported by SSL technology. A small lock or key will show in the bottom of your browser window if its SSL encrypted. This will help protect all data that is transmitted and processed.
- It is not suggested to use your primary email address on public websites, use an alias. (example: [info@domain.com](mailto:info@domain.com))
- Always review a web site's privacy policy before doing business online. Make sure they will not share your email address.