

Security Tip of the Week

Five Safe Email Practices

1. Never put anything in an internet-based email you're not willing to share with the world.
2. Attachments
 - * Minimize the use of attachments as much as possible.
 - * Question unsolicited file attachments.
 - * Never open attachments from unknown sources or even from trusted senders if you weren't expecting them.
 - * Question executable (.EXE) programs received via email.
3. Strange Messages
 - * Examine your list of new messages carefully before you open them.
 - * Don't reply to unsolicited "spam" mail
 - * Disable the preview feature in email programs.
4. Infected Files

If you receive an infected file from a friend, you should notify them as soon as possible. Do this if you know the person and are certain that the originating email address is accurate.
5. Having up-to-date antivirus software installed on your computer is critical. This will help protect your machine and the machines of others on the internet.

For more information on this week's tip visit www.rochester.edu/it/security/securitytipofweek.

Need Help? Contact University Information Technology

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