

Anti-Virus Tips

Tips for Virus Detection and Prevention

- **Do not open** any files attached to an email from an unknown, suspicious or untrustworthy source.
- **Do not open** any files attached to an email unless you know what it is, even if it appears to come from a friend or someone you know. Some viruses can replicate themselves and spread through email. Confirm that your contact really sent an attachment.
- **Do not open** any files attached to an email if the subject line is questionable or unexpected.
- **Delete chain emails and junk email.** Do not forward or reply to any to them. These types of email are considered spam - unsolicited, intrusive messages that clog up the inboxes and networks.
- **Do not download any files from strangers.**
- **Exercise caution** when downloading files from the Internet. Ensure that the source is a legitimate and reputable one.
- **Update your anti-virus software regularly.** Your security software should update automatically and continuously via the Internet.
- **Back up your important files on a regular basis.** If a virus destroys your files, at least you can replace them with your back-up copy. You should store your backup copy in a separate location from your work files, one that is preferably not on your computer.