

5 Good computer habits to develop

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In your e-mails

1. Never open your e-mails automatically without thinking; first carefully check the e-mail address from which it was sent and whether it matches the sender's name.
2. Don't open any attachments sent with an e-mail that seems a bit fishy; the spelling, syntax and even the gist of the message can help you identify a suspicious e-mail.
 - If you have any doubts about or questions about an e-mail, forward it to your security team if you have one or if you don't have this resource and you know the sender, give them a call.

Otherwise, like suspect food in the refrigerator, "When in doubt, throw it out!"

When you're browsing the Internet

3. Be careful when you browse. Don't browse just anywhere when you are at work.
4. Don't agree to download the first module or plugins that come along in a pop-up window; always use the publisher's website or contact your IT department if you need something.
5. Don't click advertising banners.