

SECURE EMAIL CHECKLIST

- **DON'T OPEN** emails if "From" address looks suspicious or odd
- **DELETE** email if unprofessional punctuation is used in the email (!!!!)
- **DELETE** email if it contains grammatical errors (capitalization and punctuation)
- **NEVER** click on external website links
- **DELETE** email if it uses threatening language to provoke immediate response
- **DELETE** email if it contains unexpected (癸丙己) foreign characters / symbols
- **NEVER** click on links in an email or IM that are unexpected – particularly if the sender is unknown
- **NEVER** log into your financial institutions via links received in an email
- **ONLY** visit sites that are previously bookmarked or a well known URL
- **NEVER** wire transfer or send money without verifying in person or via telephone
- **NEVER** open attachments unless expected from sender
- **NEVER** enable macros if an attachment requests you do so
- **KEEP IN MIND**, antivirus/antimalware/antispymware can miss new virus' and don't always provide 100% protection




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SECURE WEB BROWSING CHECKLIST

- **DO NOT TRUST** your browser to protect you
- **CHECK** security and privacy settings by clicking on the top right corner of your respective browser
- **CHECK** for the secure symbol  next to the URL to ensure it is secure
- **NEVER** give out personal information to receive something for “free” online (home address, telephone number, email addresses)
- **DIFFERENTIATE** passwords from site to site and use complex passwords containing at least one of the following:
 - *Capital letter*
 - *Symbol*
 - *Use a “passphrase” or key stroke pattern*
- **BEWARE** of pop-ups or websites that prompt you to run computer scans
- **BEWARE** of pop-ups that claim your computer is infected (antivirus, antispyware or other security software)
- **BE CAUTIOUS** on downloading files.
- **WATCH** for shortened URLs, numbers, hyphens or special characters
- **NEVER** trust “free” content
- **BE CAUTIOUS** of auto-complete for forms or “remember your password” on frequently accessed websites



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