

# COMPUTER SECURITY

## BULLETIN

PROTECT YOUR BUSINESS COMPUTERS FROM MALICIOUS THREATS  
BY FOLLOWING THESE IMPORTANT SECURITY GUIDELINES.

### PASSWORD PROTECTION

- Use strong passwords (include letters, numbers, and symbols).
- Do not write down or share your passwords with anyone.
- Change your passwords periodically.
- Log off or lock your computer screen when it's not in use.

### WEB SITES

- Only visit web sites that are reputable.
- Avoid file-sharing web sites (music, photos, games, etc.)
- Verify a web site's identity and encryption before submitting sensitive information.

### EMAIL

- Don't open email or attachments from unknown senders.
- Don't click on web links in emails unless from a reputable source.

### VIRUS PROTECTION

- Make sure your antivirus program is working and is not showing any security warnings or update notices.
- Contact tech support if there are any problems.

### SECURITY UPDATES

- Make sure Windows is always updated and not showing any warning messages.
- Contact tech support if there are any problems.

### LAPTOPS AND PORTABLE DEVICES

- Always lock laptops to docking station or use cable locks.
- Keep portable devices in your possession or securely locked away
- Enable access passwords on all portable devices.

### SUSPICIOUS ACTIVITY

- Contact tech support immediately if you receive a security warning or infected file message.
- Do not attempt to fix any security issues yourself.

PLEASE POST THIS BULLETIN ON YOUR STAFF MESSAGE BOARD

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