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Back to Basics:

Easy Security Habits to Keep You Safe

Lock it Up!

Lock your computer when you leave your desk. On Windows, press Ctrl+Alt+Del and select "lock." With a Mac, click on the Apple icon (top left), and select "Sleep."
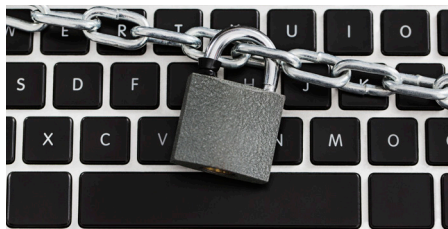
Use **passcodes** on all your mobile devices, no exceptions.

Simple Tricks

When shopping online (from your home computer, of course!) look for "https" in the title bar (that "s" stands for "secure."). If you don't see the "s," don't shop on that site.

To check a web link, hover over the link with your cursor (don't click). It's a bad sign if the two URLs don't match. Example:

www.mybank.com

www.redirect983botnet.com

Pay attention when typing URLs into your browser. If you misspell a web address you could end up on an infected website.

Security at Home

Two of the best ways to keep your home computer safe:

Use up-to-date **anti-virus software**.

Install **operating system updates** as soon as you're prompted.

Email Tips

Receive an **unexpected** email from someone you know? Look for these warning signs:

A vague subject line, such as "Hello," or "Re:" with blank space after it (as if they are replying to a message that had no subject line)

An oddly short email message, with a web link

A message that seems impersonal, or doesn't sound like the person

When we get email from people we know, our first instinct is to open it and see what they sent. But be aware that the person's email could have been hacked. If the message seems odd in any way, check with the person before you click on anything (contact them separately, don't reply to the email you received). Or just assume it's a fraud and delete the message.