

# >DO YOU KNOW YOUR ENEMY?

Email, the Web and Instant Messaging are all important methods of exchanging critical business information. They also present one of the biggest threats to our security.

Be vigilant. Do your bit to keep yourself, your colleagues and your company secure.

## >DO

- Install the latest security updates.
- Look out for unusual words and language in emails.
- Delete suspicious looking emails immediately.
- Tell your IT department if you receive a suspicious email.
- Only visit websites that you trust.
- Lock your computer when working away from your desk.
- Comply with your company's Acceptable Usage Policy (AUP).



IMAGES GENERATED USING SOURCE CODE FROM ACTUAL INTERNET THREATS

## >DON'T

- Open or forward suspicious looking emails.
- Open emails from people you don't know.
- Reply to spam, even if it's to 'unsubscribe'.
- Click on links in suspicious emails or spam.
- Respond to emails from your bank asking for your details – phone them to clarify first.
- Post your email address, personal, or company information anywhere on the Internet.
- Download and Install programs from the Internet.
- Allow anyone else to access your computer.

**>FOR A COPY OF YOUR COMPANY'S EMAIL AND WEB ACCEPTABLE USAGE POLICY, CONTACT YOUR IT DEPARTMENT TODAY.**



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