

Steps you can take to reduce email risk

Have you taken steps to protect yourself from viruses? You can greatly reduce your risk by doing the following:

Be careful with attachments

One of the easiest ways to protect yourself is to NEVER open an attachment that looks suspicious or comes from an unknown source.

Mail viruses often spread by sending themselves to everyone in a victim's address book, so these viruses arrive with the return address of a trusted source. Your colleagues may have viruses and not know it, so attachments they send you may be infected without their knowledge. Many viral attachments have EXE (executable) or VBS (visual basic script) file extensions, so it's wise to be careful about opening such files. However, many different file types, including word processing documents (DOC) and spreadsheets (XLS).

Use virus protection software

Virus-scanning programs will alert you if you try to open an infected file. There is no better way to protect your valuable data and systems from viruses. McAfee and Norton are two of the most popular, but there are many to choose from. Most virus-scanning programs are fairly inexpensive; especially when you consider the protection they offer your business.

If you are already using anti-virus software, make sure you keep your virus definitions up-to-date.

Set Windows security features

Microsoft Windows has security features that, when set properly, can reduce your risk of infection. Microsoft is constantly creating patches and updates to close security holes found in their products. These updates are available at <http://windowsupdate.microsoft.com> .

You may receive an e-mail if we detect a virus being sent from your mail account. The information in this e-mail will help you locate the virus and purge it from your system.

Delete infected messages

If you have a message, file, or attachment that is infected with a virus, delete it. This prevents the virus from being accidentally opened again on your own computer system, and stops it from spreading. While you're at it, you should also protect your system from attack by checking Microsoft often for updates.

Related Information

The following sites provide in-depth, up-to-date information on specific viruses:

CA Virus Information Center – <http://www3.ca.com/securityadvisor/virusinfo/default.aspx>

McAfee Threat Center – http://www.mcafee.com/us/threat_center/default.asp

Norton (Symantec) Viruses & Risks – http://www.symantec.com/norton/security_response/index.jsp

Trend Micro Security Information – <http://www.trendmicro.com/vinfo/>