



### DOs and DON'Ts

#### make sure to check these off before going on-line

When you're in a rush, it's easy to be complacent. This is a brief review of past Internet Tips that are really important if you are to prevent viruses, spyware and malware infiltrating your system. Should you see a subject you might have missed, just click on the link and go to the relevant page.

**DO** set up a Security Manager to watch your back and stop invasion by unwelcome pests at the front door. Click on IT01.

**DON'T** go to a website that might be dodgy. See how to check their authenticity by clicking on IT03.

**DON'T** stay connected if your screen locks up when you are on the Net. For what to do, click on IT04.

**DON'T** leave copies of emails or address books sitting **anywhere on the Internet or in the Clouds**. Just follow a simple remedy by clicking on IT05.

**DO** save time and wasting Internet allocations when uploading/downloading data. Click on IT06 and IT07.

**DO** activate and register all new programs to avoid hassles when you come to use them. Click on IT08.

**DON'T** keep your Passwords on-line, **NOT ANYWHERE!** Click on IT09.

**DO** check email addresses before opening or responding to them; especially **DON'T click on any contained links** until you have authenticated the sender. See how by clicking IT10.

**DON'T** give out your personal or financial details to anyone without checking them out first. Click on IT11.

**DO** be careful when shopping on-line. Here are a few tips to avoid getting stiffed. Click on IT12.

**DON'T** risk picking up or passing on viruses and malware via USB sticks and data disks. Click on IT13.

**DON'T** dismiss this checklist as irrelevant because taking notice of it will save you a lot of trouble.

Return to the Web Page to read, download and print information on a variety of topics



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