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Be Security Smart!

Spam and Phishing

Phishing, a type of e-mail spam that appears to come from a trustworthy entity and attempts to acquire sensitive information such as user names, passwords, or financial information, poses risk to our information security.

Some simple e-mail security tips

Keep your virus protections and virus definition files updated, protect your e-mail address, don't open e-mail from someone you don't recognize, and send spam to the trash unopened.

Virus protection

E-mail passing through mail servers is usually scanned for viruses, dangerous attachment types, and executable code. Anything that is identified and might compromise a computer is removed. You can help these efforts by ensuring your antivirus application is installed, functioning, and updated with the latest software.

Protect your e-mail address

Don't subscribe to open Internet and newsgroup mailing lists and list servers. Spammers can post to these lists and send unwanted e-mail to all members. If you want to send an interesting article to someone else, copy the article and send it as an attachment. Don't use the Web interface offered by many online news services and electronic publications sites, which collect addresses to use in creating mailing lists. At home, set up a private e-mail address that you share only with your regular correspondents. Set up a different address for online shopping because an online shopping address will likely be sold on mailing lists and will receive lots of spam.

Don't open e-mail from someone you don't recognize

Don't open or forward suspicious e-mails or their attachments because they could contain viruses that may infect computers or computer networks. If you do open a suspicious e-mail, contact your security representative.

Send spam to the trash

Don't click on any link contained in spam. If you click on the link, it can bypass your protective software and compromise your information, your system, and the network. Do not reply to (or "unsubscribe" from) spam, and don't attempt to "spam the spammer."