



## VIRUS PREVENTION TIPS

- Install anti-virus protection. Investing a little money in an anti-virus program can make the job of fighting off viruses much easier. A good anti-virus solution will guard against existing and newly discovered viruses. There are 100's of new viruses discovered every week.
- Do not download or open any files attached to an email unless you know what it is, even if it appears to come from a dear friend or someone you know. Do not open any files if the subject line is questionable or unexpected. Some viruses can replicate themselves and spread through email. Better be safe than sorry and confirm that they really sent it.
- Delete chain emails and junk email. Do not forward or reply to any to them. These types of email are considered spam, which is unsolicited, intrusive mail that clogs up the network.
- Exercise caution when downloading files from the Internet. Ensure that the source is a legitimate and reputable one. Verify that an anti-virus program checks the files on the download site. **If you're uncertain, don't download the file.**
- Update your anti-virus software regularly. 100's of viruses are discovered every week, so you'll want to be protected. These updates should be at the least the products virus signature files. You may also need to update the product's scanning engine as well.
- Back up your files on a regular basis. If a virus destroys your files, at least you can replace them with your back-up copy. You should store your backup copy in a separate location from your work files, one that is preferably not on your computer. Flash Drives and External Hard Drives are now affordable options for almost all users.
- When in doubt, always err on the side of caution and do not open, download, or execute any files or email attachments. Not executing is most important. Check with your product vendors for updates which include those for your operating system web browser, and email.
- Please be very careful with "FREE" anti-virus software. There are many of these that will not provide the support you really need.
- Call your nearest ByteSize Service Center with questions or for support.

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