

A GUIDE FOR 'BEST-PRACTICES' WHEN USING YOUR COMPUTER AT WORK

1. Lock your computer when you are leaving it unattended. To do this, hold down CTRL+ALT+DEL keys and click on LOCK COMPUTER button.
2. Close your programs when not in use. This will help free up "system-resources" and will keep your computer running efficiently.
3. Run an anti-virus scan once a week if possible. This keeps your computer free from virus and spyware.
4. Do not visit adult-related sites, illegal activity, social networking sites, gambling and general time-wasters sites. This will not be tolerated in any work environment.
5. Do not use Peer-to-Peer File sharing software ie. Limewire, Kazaa, or Torrent file downloads. This is the largest contributor of network traffic and virus distribution.
6. Always logout and shutdown your PC or laptop before leaving the office network. This will prevent open-files from being locked during backup.
7. Ensure that you have a backup of your critical files especially if they are not saved on the server.
8. Do not open the attachment without first determining that it is safe to open it. Make sure it is an attachment that you expected to receive from a trusted source. Take a few precautionary steps to make sure that the attachment will not launch a "payload" virus or worm.
 - Does the attachment **icon** look like an executable (program) file even though the file name indicates it's an image? If the attachment does appear to be an executable program, do NOT click on it. Doing so may launch a program that contains a virus.
 - Look at the **name** of the attachment by right clicking on the attachment and selecting **Properties**. The three letters to the right of the period indicate what type of file it is: *filename.xxx*. Files that end with ".exe", ".ini", ".bat", ".pif", ".vbs" are a few extensions of executable files that can launch dangerous programs, although they are, of course, sometimes legitimate.
 - If the attachment is suspicious, delete the message immediately.
9. Be cautious about posting your e-mail address on public Web sites, and remove your e-mail address from your personal Web site. If you list or link to your e-mail address, you can expect to be spammed.
10. Reboot your computer at least once a day after saving whatever you are working on. This process instantly frees up valuable system-resources and makes your computer run like a dream.