



# Security Tips:

## Are you worried about ransomware?

That's smart - you should be.

What are some ways YOU can avoid introducing malicious software?



**TIP WEEK 1:** DO NOT open any e-mail attachments that end with .exe, .scr, .bat, .com, or other executable files you do not recognize.



**TIP WEEK 2:** ALWAYS check the email "From" field to validate the sender. This "From" address may be spoofed.



**TIP WEEK 3:** DO NOT ever click embedded links in messages without hovering your mouse over them first to check the URL.



**TIP WEEK 4:** ALWAYS check for so-called "double-extended" scam attachments. A text file named "safe.txt" is safe, but a file called "safe.txt.exe" is not.

# BE SMART. BE SECURE.