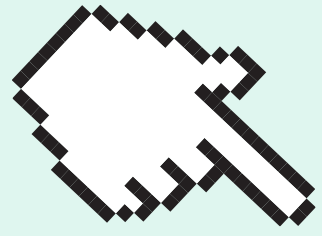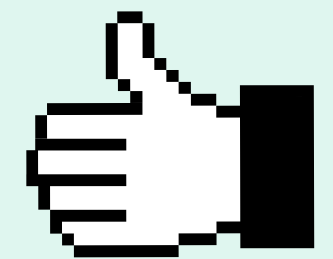# Your Logo

KEEP SAFE IN CYBERSPACE

With these safety tips for downloading and attachments.

01. Identify the Sender

Whether it's an email attachment or a file on a website, verify the sender or site is correct before downloading.

02. Identify the Type of File

Before opening the file, you should double check that it's what it's supposed to be. A PDF shouldn't be labeled .Exe (this is not full proof though).

03. Scan Before Opening

Many virus scan programs (including Windows Defender) although you to right click and scan downloads for viruses.

04. Speaking of Virus Scanners

Make sure you have one and that it's up to date and you're performing nightly scans of your machine.

05. Have a Plan for Backups

The number one way to prevent the unthinkable (getting hacked) is to have a contingency plan in the form of backups. Example, Microsoft offers OneDrive built in to Windows.

Want to learn more about staying safe online?
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