

## Avoid Identity Theft

- **NEVER** respond to emails requesting personal or financial information
- **DON'T** make online purchases from unsolicited emails or suspicious websites
- **SECURE** your computer environment at home as well as at work
  - Install and update anti-virus software
  - Install and update spyware and adware sweeping software
  - Install firewall(s)
  - Keep operating system up-to-date
  - Monitor and control access (co-workers and family)
- **DIRECTLY** type website addresses (URLs) into the address bar
- **CHECK** your on-line accounts and credit reports regularly for suspicious activity
- **ENSURE** the website you are visiting is secure
- **PROTECT** and remain cautious with personal information including passwords and accounts
- **REPORT** suspicious activities and/or events to on-line merchants and financial institutions

## What You Can Do

- **BE CAUTIOUS** opening files. If the file comes from a "friend", make sure you know what the file contains before opening the file. An infected file will attempt to propagate to other "friends".
- **ENSURE** detection of hidden file extensions. Implement techniques to validate the appropriate SMIME and MIME structures of attached files
- **BLOCK** common virus file types (.EXE, .COM, .PIF, .SCR, .VBS, .SHS, .CHM, and .BAT)
- **FOLLOW** good security practices. Take appropriate precautions when using email and your web browser to reduce the risk that your actions will trigger an infection.
- **NEVER** download blindly from people or websites that you do not know and cannot trust. Ensure the website you are visiting is a legitimate website.
- **BEWARE** of social engineering techniques
- **REPORT** threat occurrences as soon as they occur

### About Desktop Resources, Inc.

Desktop Resources, Inc. was founded in 1995 by Tony Schafer, and is a leader in helping organizations couple their business initiatives with the technology to address those needs. DRI's "InformIT" managed services offerings proactively manage client infrastructure and strive to prevent problems before they occur. For more details, contact DRI at (317) 596-3650 or <http://www.DesktopResources.com>