

## Email and Internet Security Guidelines

**To ensure safety and security on our computer systems, please follow these guidelines when using Email and the Internet:**

1. NEVER open an attachment without knowing who it is from.
2. NEVER open attachments that are programs with these file extensions:
  - a. .bat
  - b. .chm
  - c. .cmd
  - d. .com
  - e. .exe
  - f. .hta
  - g. .ocx
  - h. .pip
  - i. .scr
  - j. .shs
  - k. .vbe
  - l. .vbs
  - m. .wsf
3. NEVER download a program from the internet.
4. NEVER install a program from the internet or from a CD, a floppy, or any other media type that you have brought from home or from a friend.
5. Close all internet pop-ups from the Windows Task List OR by clicking only on the "X" on the top-right corner of the window itself. If it won't close, reboot your computer.
6. DO NOT open an email if you do not know who it is from.
7. DO NOT forward Email messages that request you to "send to everyone in your address book..."
8. DO NOT use "Newsgroups" in Outlook or Outlook Express.
9. ALWAYS be smart and use common sense when anything is in question.