Nisivoccia Consulting LLC
Information Technology Consultants

Best Practices to Avoid E-Mail Viruses

- Do not open any files attached to an email from an unknown, suspicious or untrustworthy source.
- Do not open any files attached to an email unless you know what it is, even if it appears to come from a friend, colleague or someone else you know. Some viruses can replicate themselves and spread through email. If you are unsure, contact the sender to confirm that they intentionally sent the attachment to you.
- Do not open any files attached to an email if the subject line is questionable or unexpected.
- If an email is suspect, delete it. This also applies to unsolicited junk email. Do not forward or reply to any to them. These types of email are considered Spam, which is unsolicited, intrusive mail that clogs up the network.
- Exercise caution when downloading files from the Internet. Ensure that the source is a legitimate and reputable one. Verify that an anti-virus program checks the files on the download site. If you're uncertain, don't download the file at all or download the file to a floppy and test it with your own anti-virus software.
- Install Anti-Virus Software and set it to scan all attachments, downloaded files, and removable media.
- Update Anti-Virus Software Regularly. Over 500 viruses are discovered each month, so you'll want to be protected.

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