

## **Best Practices to Avoid Spyware**

- Keep Windows and Internet Explorer patches up to date.
- Keep Anti-Virus Software up to date.
- Keep Firewall Software up to date.
- Keep Anti-SpyWare Software up to date.
- Do not open executable E-Mail attachments.
- Exercise caution when downloading files from the Internet. Ensure that the source is a legitimate and reputable one.
- Do not open any files attached to an email if the subject line is questionable or unexpected.
- 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.
- Do not open any files attached to an email from an unknown, suspicious or untrustworthy source.