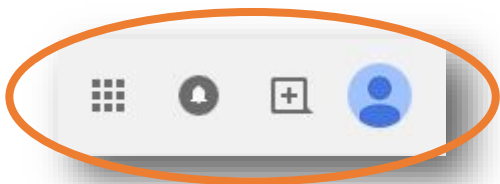# COMPUTER SAFETY

Logging in and Signing Out!

When using email, social media, and a lot of other sites on the computer, you will need to Log In. Simply closing the web browser you are using to view the site doesn't log you out of it. Logging out is typically done from the right-hand side of the screen. There's normally a profile picture or profile outline there; click on

**This is especially important when using a public computer

Email and Browsing Securely

- Only download from official company websites
- Do not click on pop-ups or advertisements
- Beware of scams- If it sounds too good to be true, it most likely is

- Only provide information to trusted sources
- Only open links from trusted email addresses and contacts
- Beware of hacked messages from "friends"
- Check settings on your spam/junk filter
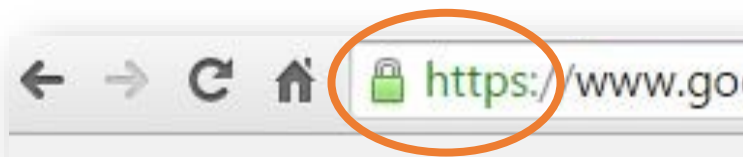- Add 2-Step Verification for more protection

Tips for creating a safe Password:

- Include Upper and Lower-case letters
- Include numbers and letters
- Include a special character such as !~(&$^#
- Do not just include full words – use half words or non-words, or sentences

Want to know if your financial information is secure?

Check the top 'navigation bar' and make sure a site has a padlock symbol – this means that the site is secure and its identity is verified.

COMPUTER SAFETY

Definitions

Viruses: A malicious code set to harm you or your computer.

Malware: Attacks your computer, causing malfunctions, crashing and information loss.

Ransomware: Locks your computer and access to files, demanding a ransom be paid.

Spyware: Records keystrokes, attempts to gain your personal information.

Trojan Horse: Masks itself as a normal program in order to install a virus.

Worm: Uses computer's processing power and internet connection for negative purposes.

Antivirus Software

When kept up to date, antivirus software can help protect your computer by scanning and alerting you to remove potentially malicious files from your computer.

Free Antivirus Software

- Windows Defender
- Avast
- AVG
- Panda Security

Subscription Based Software

- Kaspersky
- Bitdefender Plus
- Norton
- McAfee
- Webroot

Recommended Web Browsers

Mozilla Firefox

Google Chrome

Safari (Apple)

Edge (Microsoft)