

SECURITY AWARENESS NEWSLETTER

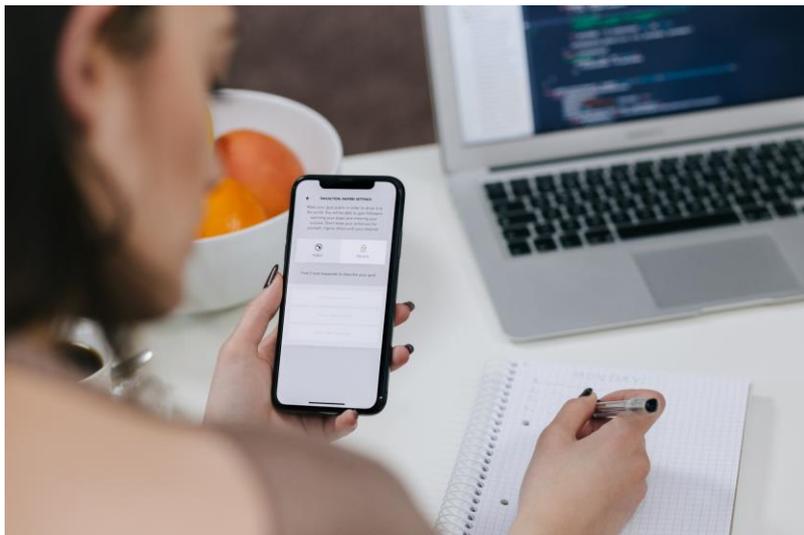


DON'T TELL ANYBODY YOUR PASSWORD

This warning includes your systems administrator, who NEVER needs your password. One day I received an e-mail from "Support@Waidele.info", saying they needed my password for maintenance, and if I did not go to a webpage and give it to them, they would suspend my account. As it turns out, I'm the one in charge of "waidele.info" — so I'm the one who gives out accounts and does maintenance. Things might have ended differently if I had had an account with googlemail.com or aol.com. Then the senders would have called themselves "support@aol.com" and I might have been fooled.

CHANGE YOUR PASSWORD ON A SCHEDULE.

Passwords are like bubble gum; they are better when fresh. The longer and more complex your password is, the harder it is to crack, and the less often you'll need to change it. If you use an 8-character password, you should change it about every six months. Remember: Never use a password with less than 8 characters. If you use a 9-character password and follow the rules about uppercase and lowercase letters, numbers, and symbols, it will stay fresh for a whole year. If you can't remember the last time you changed your password, it's time to change it.



Print out important documents

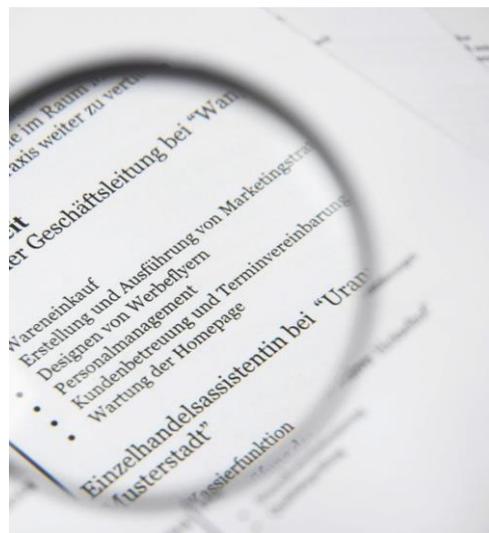
A digital photography expert told me that CDs are expected to "live" for up to ten years. I want kids—and maybe grandkids—to see photos, so I print the best ones. Same goes

for documents:

print important files so that they are accessible in future decades. Of course, you want to back up these files too.

Do not give your password over the phone to anyone claiming to be from the HelpDesk or Tech Support

No one from the HelpDesk or Tech Support will ever ask you for your password. If we need to access your account for some reason, and cannot contact you in time, we will reset the password and notify you by voicemail. Anyone calling and asking you for your password is most likely trying to gain unauthorized access to our network. If you receive such a call, notify your supervisor immediately.



Use common sense when reviewing your email. If you did not order a new laptop, then you should not be receiving an update on its shipping status. Delete these emails.