



Protecting your computer from VIRUSES

This sheet with in depth instructions can be found at:

www.ActionOneComputers.com

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- **FACT:** You should have both ANTI VIRUS AND ANTI SPYWARE software on your computer.
- **FACT:** No anti-virus software can keep you 100% covered from viruses. Viruses are put out faster than the anti-virus protection programs can keep up with them.
- **FACT:** Learn safe internet habits. Most viruses and spyware slip past your protection due to human error. Be sure to follow the tips that follow to learn safe habits when dealing with email and websites.
- **WEBSITES:** Close ALL pop ups properly. While you are on line if something pops up on your screen you did not ask for: **DO NOT TOUCH THE BOX THAT POPPED UP!** (See instructions on our web site)
- **WEBSITES:** Slow down and read the pop up before you just click to get rid of it.
- **WEBSITES:** Be careful while doing internet searches. If your computer has AVG for anti virus protections use GOOGLE as your search engine. It will prescreen the web pages for you. You will notice a green star with a white check on them after the site name if the page is virus free.
- **WEBSITES:** Any web site that allows you to download free music, etc., can pose a great threat. **DO NOT USE THEM!!**
- **WEBSITES:** Facebook has viruses being attached to the links posted. (See instructions on our web site for ways to view these safely.)
- **WEBSITES:** Do not go online looking for free anti virus and spyware protection! Some of these are viruses. (AVG and Malwarebytes are all you need.)
- **EMAIL:** Virus warning emails and pop-ups are many times nothing but hoaxes—and viruses in and of themselves. Do not click on any portion of this email or pop up!
- **EMAIL:** Don't open email attachments from people you don't know and be wary of unexpected or unusual emails from known parties.

- **EMAIL:** Don't open emails that have been forwarded unless necessary.
- **EMAIL:** Another email precaution: You should *never* click on and run—or execute—any attachment file ending in .exe, .com or .bat without first checking with the sender.
- **HABIT:** Make sure your anti-virus software is configured to run a complete scan of your system at least once a month. Remember that for laptops you have to do this manually because they are shut off.
- **HABIT:** Backup information regularly on permanent, removable data storage media, such as CDs, DVDs or USB Memory sticks and store them in a cool, dry place — and in a safe location away from your computer.
- **HABIT:** Do your windows up dates on a regular basis. (See instructions on our web site for a safe way to do these.)
- **HABIT:** Don't disable your anti-virus software unless it's necessary for installation or removal of a program.

All of these things, together, will lessen your chances of infection. Most of all just remember to use common sense!



Thank you, for choosing Action One Computers
We are honored that you trust us with your computer.