

# PROTECT YOUR INFORMATION

## Computer Security Tips:

- Use strong passwords for your computer, e-mail, and financial accounts
- Use variations of capital and lowercase letters, numbers, and special symbols of at least 8 characters
- Do not use passwords based on information that is publicly known about you, such as birthdates, names of family members, address, etc.
- Install anti-virus software and update it regularly
- Set your software to automatically scan your computer for viruses
- Scan e-mail attachments and Internet downloads for malware
- Install and activate a software and hardware firewall
- Check for updates to your operating system
- Set your computer to lock-up after a period of inactivity and require a password to re-activate
- Back up all of your data routinely using a USB drive to store the information
- Never click on links contained in e-mails - type the link into a new browser tab
- Never open attachments from unknown e-mail senders
- Never download software programs from unknown publishers
- If you are the victim of a computer crime, report it to [www.ic3.gov](http://www.ic3.gov) or email [cybercrime@oag.state.va.us](mailto:cybercrime@oag.state.va.us)



*Safety Net VA*

**For more information, visit  
[www.vaag.com](http://www.vaag.com)**

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