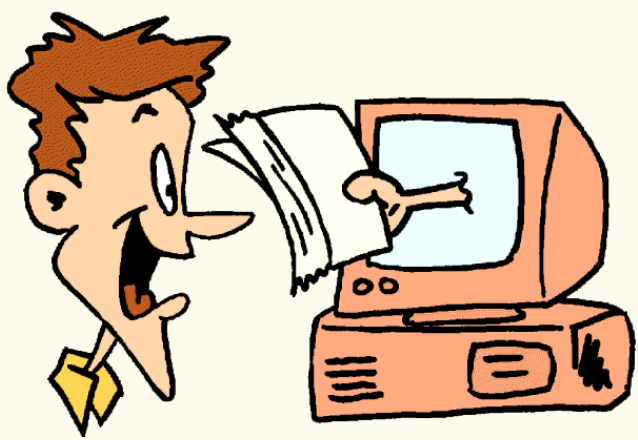




Tips for E-mail attachments



- Never open attachments from an unknown person
- Avoid e-mail attachments both when sending and receiving e-mail
- Configure Operating System/browser to always show file extensions
- Never open e-mail attachments with the file extensions VBS, SHS or PIF
- Never open attachments with double file extensions such as NAME.BMP.EXE or NAME.TXT.VBS
- Do not share your folders with other users unless necessary. If you do, make sure you do not share your full drive or your Windows directory
- When you receive e-mail advertisements or other unsolicited e-mail, do not open attachments in them or follow web links quoted in them
- Avoid attachments with sexual filenames. E-mail worms often use attachments with names like PORNO.EXE or PAMELA_NUDE.VBS to lure users into executing them.
- Do not trust the icons of attachment file. Worms often send executable files which have an icon resembling icons of picture, text or archive files - to fool the user
- Never accept attachments from strangers in online chat systems such as IRC, ICQ or AOL Instant Messenger.
- Avoid downloading files from public newsgroups (Usenet news) These are often used by virus writers to distribute their new viruses
- Disconnect your network or modem cable when you're not using your computer - or just power it down



Information Security Education & Awareness

Department of Information Technology
Ministry of Communications and Information Technology, Government of India
Executed by
CDAC Hyderabad

