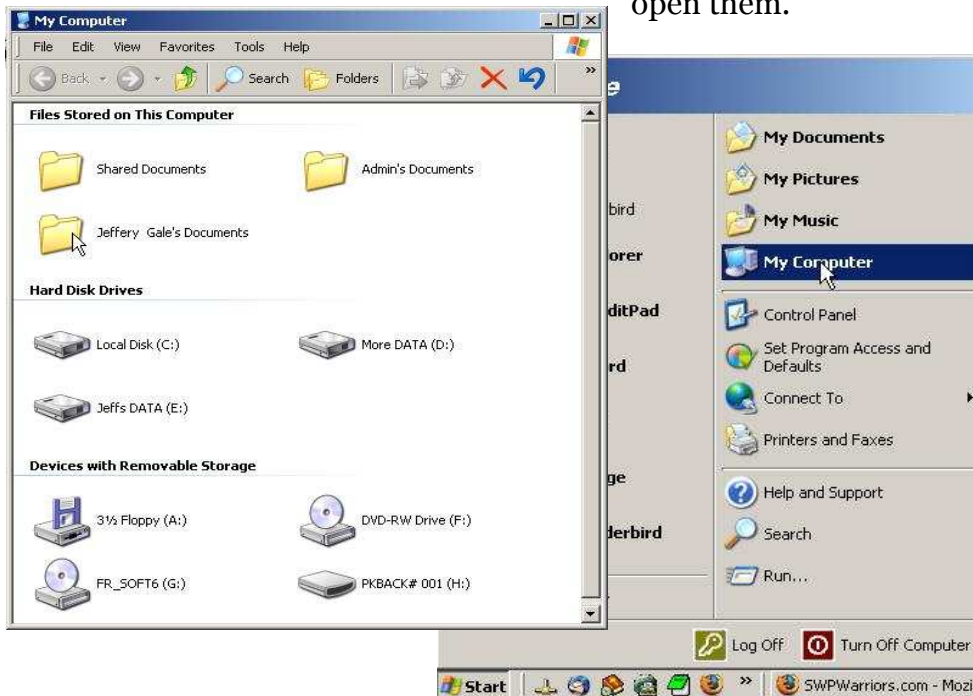


Save and Check Attachments/Downloads.

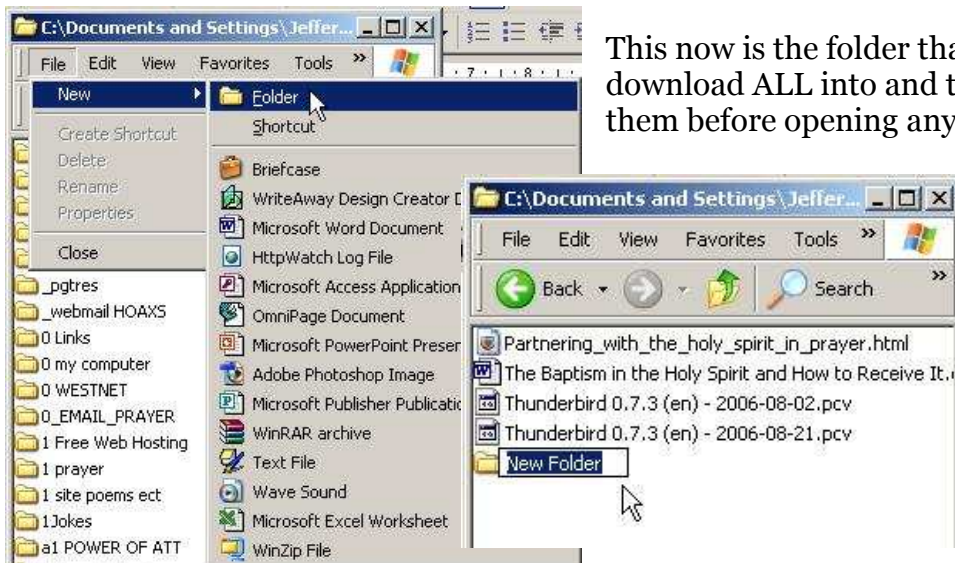
ALL eMail attachments, no matter who they come from MUST be SAVED and checked by your antivirus program before you open or load them.

Firstly, you should make a folder in your 'My Documents' folder called DOWNLOADS.

To do this, open 'Start/My Computer', and double click on your documents to open them.



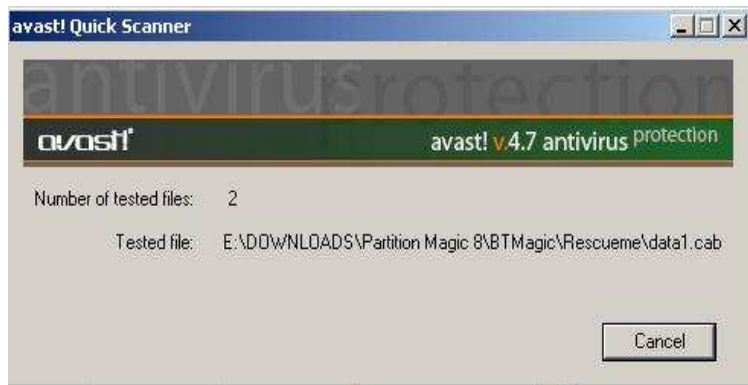
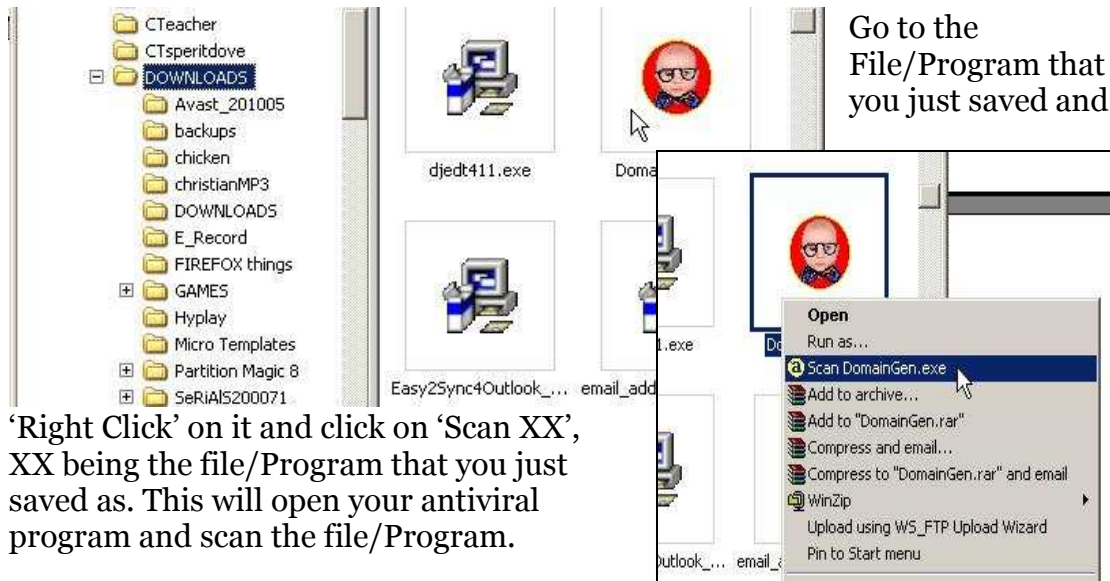
Once they are open go to the FILE drop down menu/New/Folder. Do not click on this folder, but type in DOWNLOADS in upper case.



This now is the folder that you will download ALL into and then check them before opening anything.

Now that you have 'SAVED AS' the attachment or download from the Internet, into your DOWNLOAD folder in My Documents, what do we do with it?

We check it with our Antivirus program. The easiest way to do this is to again open My Computer as above, and open My Documents/DOWNLOADS.



Depending on the Antivirus program you are using, if it does not find any lurking virus it should just close and if it does find a virus, then it should ask you whether you wish to DELETE it or place it in a LOCKED folder, It is recommended that you always delete it.

If the file/Program was safe [no virus] then you can view or install it to your computer.

Using this system and making it a habit will go a l o n g way in keeping your computer safe.