



# SAFE COMPUTING

Now more than ever it is of utmost importance that users have good IT security awareness. Online Security Scams are increasing and continue to put our users and networks at risk. In lieu of recent security breaches affecting our campuses we'd like to remind you of safe computing practices to protect your information and the network systems.

## ***Watch for Suspicious E-mails!***

-Identify who really sent the E-mail to your inbox

## ***Create secure passwords!***

-Make them easy to remember but hard for others to guess

-Use multi-factor authentication

### **Identify Suspicious E-mail**

- **BE VERY CAREFUL** when clicking on any attachment or links
- **NEVER CLICK ON A LINK IN AN E-MAIL you didn't expect from someone**
- Verify sender by hovering your mouse over the email address to reveal the true address
- Call the person by phone, that appears to have sent you the E-mail if you're not sure
- Never purchase gift cards from anyone (even from an email you recognize) hover your mouse over the email address to reveal the true sender and report to your helpdesk

### **Change to/Create Passwords that are Secure**

- Change password immediately if ever concerned about a scam, suspicious E-mail, or login problem
- Create new passwords every time you change your password
- Do not use one password for all your logins
- Use uppercase and lowercase letters, numbers, symbols, in all passwords
- Choose password at least 10 characters long
- Make password something only you recognize
- Create password or passphrase (sentence) that's easy to remember but hard for others to guess  
Example – MyBestFriendNathan@2002!

See more information at [SAFE COMPUTING](https://itservices.seattlecolleges.edu/it-help-desk/safe-computing) itservices.seattlecolleges.edu/it-help-desk/safe-computing

For assistance, please contact the IT Help Desk at <https://itservices.seattlecolleges.edu/it-help-desk>

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