

**Edshelp**  
**on**  
**Email and Internet**  
**Be safe and Happy**



**The don'ts on email**

- If an attachment comes in and you do not recognise it **do not try to open it**  
Always send an email back to the person that has sent you the email.
- If an email comes in and you do not know who it is **do not try to open it**
- If you are sending an email to many people always use the **BCC command ( Blind Carbon Copy)** do not put any name in the **TO: box** or the **CC: box**. The purpose of this is to hide the email addresses from all the people you send the email to.
- Imagine that you have sent the email to many people and from one of those people in their email address is a bogus or another person sending Jokes etc, and someone on the third party computer is looking at bad **things POR\*\*\*\*** you could end up getting nasty emails. **Remember we would not give out our personal address book.**
- If you get an email from someone from the bank asking for you details to update their details on their computer. **Do not do it** if the bank wishes you to do this they will arrange for you to visit the bank. This is also the same for any other type of online shopping, Paypal etc. In these cases you will need to log on to your account and change where necessary.

**The don'ts on Internet**

- When browsing the internet do not leave too many pages open at one time.
- When looking at your bank account always make sure there is an [HTTPS://www](https://www) this s mean secure.
- Try not to download anything that is not really needed.
- I.E Music, Films, Games, anything that is free means there could be spyware attached.
- When doing online banking you are always asked to put in your Security details. This is the information you are asked for certain letters and numbers from this.
- If you type the wrong letters then it will ask you for the **SAME Letters** or **Numbers again. THEY WILL NOT CHANGE** until you logout then login again if this happens close the internet down then do a spyware scan and a virus scan this is called **phishing**
- Clear you Cookie and Tempary Internet files once a week more if you wish.
- If you are looking up medical information never give out your real email address make an hotmail email address for this purpose. Then clear you cookie and Tempary internet files
- If a pop up comes up on the screen saying they are chcking you computer for virus do not click on it.
- If a pop up comes on the screen and you need to close it try going to the bottom of the screen and click on the right mouse button and close on the tab near the stat button
- Always use yor credit card or Paypal where you can as they proctect you from **fraud**