



# Huachuca City Library Digital Literacy Center

## Online Safety

### Email Tips and Tricks

- ✓ Emails may not really be from the address shown. Be careful!
- ✓ Don't click links in emails unless you are SURE of who it comes from and that it's safe. Instead type them in yourself.
- ✓ Mouse over a link (don't click) to see where it goes. It may be to a different site!
- ✓ Don't download or click on ANY attachments you aren't sure about.
- ✓ Beware of emails with bad spelling or grammar or scare tactics.

### Phony URLs

- ✓ If you are logging in or entering any secure information, site should start with <https://>.
- ✓ Look for URLs that have slight misspellings or irregularities (e.g. [amazoncom.com](http://amazoncom.com))
- ✓ Look for URLs that aren't the real site addresses.
  - Wrong site (e.g. [www.getadiscount.com](http://www.getadiscount.com) instead of <https://www.wellsfargo.com>)
  - IP address numbers instead of words (e.g. <http://27.251.96.35> instead of <https://www.wellsfargo.com>)
  - The ending isn't the real site. (e.g. [wellsfargo.getadiscount.com](http://wellsfargo.getadiscount.com) instead of <https://www.wellsfargo.com>)

### Anti-Virus Software

- Norton  
[us.norton.com](http://us.norton.com)
- Bitdefender\*  
[www.bitdefender.com](http://www.bitdefender.com)
- Avast\*  
[www.avast.com](http://www.avast.com)
- Avira\*  
[www.avira.com](http://www.avira.com)
- McAfee  
[www.mcafee.com](http://www.mcafee.com)

DO REGULAR UPDATES!

\* Free version available.

### Other Safety Tips

- ✓ Update your software when prompted.
- ✓ Don't send confidential information like credit card data on public computers.
- ✓ Always sign out from your accounts on public computers, and don't save your user name or passwords.
- ✓ For online purchases or any other personal information site, look for <https://>
- ✓ If you are contacted by email or phone regarding something sensitive, don't respond to the initiated contact, but instead contact the supposed source yourself.
- ✓ Listen for news on major security breaches.
- ✓ Review password guidelines.