Virus Protection Key Essentials

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- ☐ Viruses can affect computers via infected portable media, e-mail, or downloading files from the internet.

- ☐ When installing virus checking software, try to configure it so that portable media is scanned automatically and hard drives are routinely scanned based on a frequency schedule.

- ☐ At a minimum, E-mail attachments and Internet downloads (executable files) should also be scanned. Other Internet downloads and other e-mail components may also need to be protected. Virus scanning software varies in how rigorously these aspects are handled and the assumptions they make. If you are unfamiliar with virus protection, review configuration/purchase options with your MIS support personnel.

- ☐ Keep virus checking software current with a subscription to insure new viruses are detected.

- ☐ Do not assume that new software from the computer store or vendor is virus free.

- ☐ SCAN: Scan all files received from colleagues. Assume that others do not check for viruses and act accordingly. Do not copy files from portable media to a computer without first scanning them.

- ☐ Files on portable media brought into work from home are a major source of virus infection. Again make sure portable media received from your colleagues are checked in the event they originate from home computers with viruses.

- ☐ Be extra careful to check for viruses before inserting portable media into a computer connected to a network. Networks provide fertile ground for some viruses to spread. If your organization has a network, encourage your network administrator to install virus checking on the network. The type of network you have will determine configuration.

- ☐ Do not boot a machine from a portable media that is not checked for viruses.

- ☐ Periodically scan your computer with the latest virus checking software.

- ☐ If you receive a high volume of files on portable media, it might be a good idea to designate at least one machine as a virus scanning center.

- ☐ If possible, have more than one type of virus scanning software available that is current. Products are not uniformly effective in detecting all types of viruses and their relative effectiveness changes.