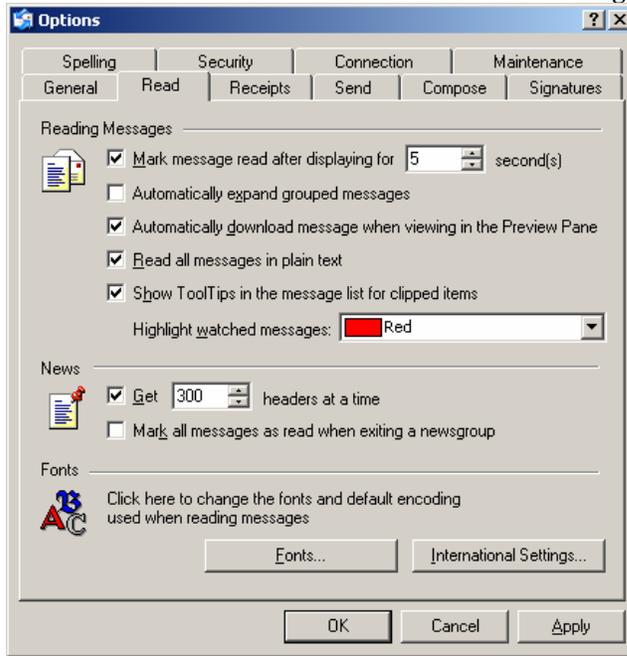


Microsoft Outlook Express - Security Tips

Note: This handout assumes you are running Windows XP Service Pack 2

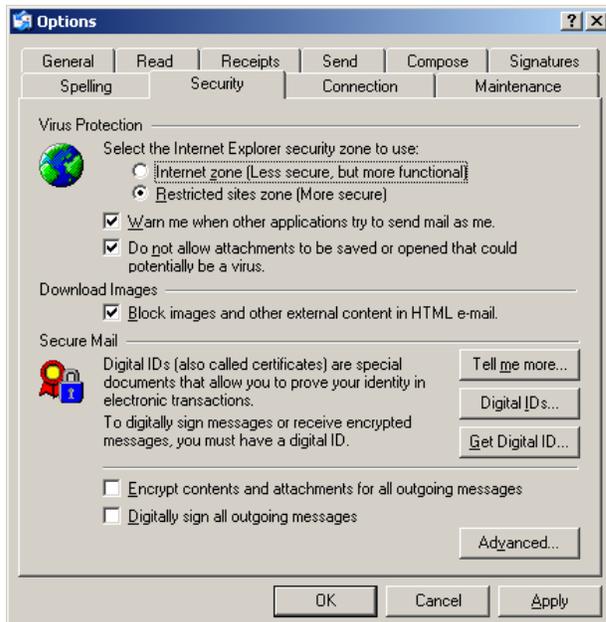
Read Mail in PLAIN-TEXT format

Reading mail in plain-text format prevents you from inadvertently executing harmful scripts which may be embedded in email messages. To read mail in plain-text format: Select the **Tools-Options** menu, then select the **Read** tab. Check the box titled **Read all messages in Plain Text**. Then click **Apply**.



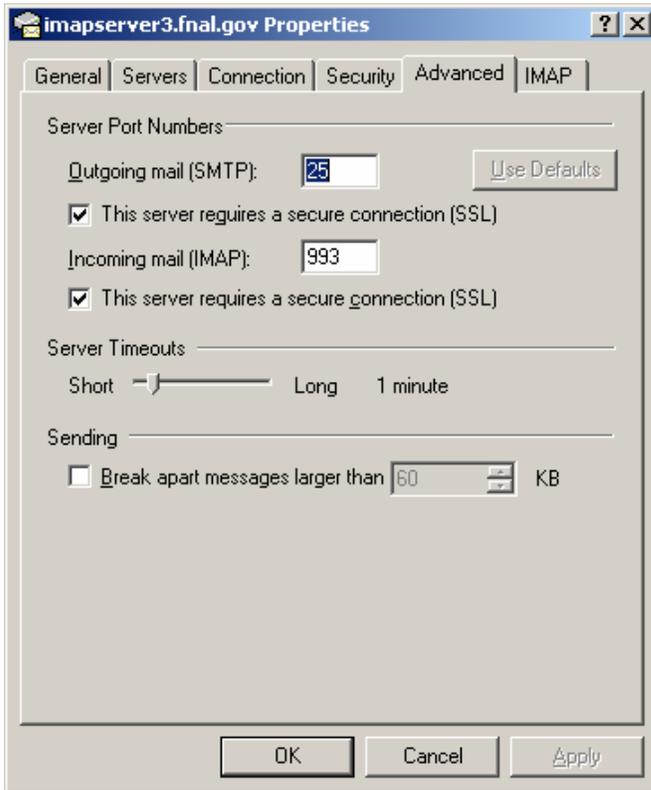
Operate Outlook Express in the Restricted Sites Zone

You should always operate Outlook Express in the restricted sites zone since this zone prevents potentially harmful content from executing. To select the Restricted Sites zone: Select the **Security** tab, then select **Restricted Sites** as the zone to use, then click **OK**.



Configure Outlook Express to use SSL

To avoid sending your email passwords over the network in clear-text format, you should configure Outlook Express to use SSL. Here's how: Select the **Tools-Accounts** menu, then highlight your imapserver account and click **Properties**. The Properties window appears, click the **Advanced** tab. Then, for both outgoing mail (SMTP) and incoming mail (IMAP), check the box labeled: **This server requires a secure connection (SSL)**



Outlook Express Attachment Security

Outlook Express does not have a good automatic attachment filter; use the table below to help decide whether or not to open an attachment.

If the attachment is from someone you know AND the attachment is expected AND the attachment is work related AND the attachment is a document of a known probably safe type (Word-doc, Excel Spread Sheet ...)	Drag the attachment to a subfolder within your My Documents folder, right click on the copied attachment and perform a virus scan before opening it.
The attachment seems legit; but, is unexpected	Contact the sender before opening
The attachment is a joke file or other non-work related item.	Delete it.
The attachment is from someone you don't know	Delete it
The attachment is a program or script	In most cases, Delete it. If its work related, Contact the sender before opening