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# INFORMATION SHEET

## Tips for Staying Safe Online

1. Make sure you have an anti-virus program and that it is up to date!
2. If you use the Internet make sure your computer is set to regularly update itself.
3. Beware of email scams - see advice inside!
4. Delete your browser history regularly - see advice inside!
5. Never give out your personal or financial information unless you are 100% sure it is OK - see advice about email scams inside!

***STAY SAFE - THINK SMART!***

Visit the Governments Stay Safe Online campaign at:

[www.getsafeonline.org](http://www.getsafeonline.org)



Get Safe Online  
Free expert advice

# BEWARE OF SCAM EMAILS!

Many emails in general circulation are just annoying junk - much in the same way we get constantly bombarded by unwanted leaflets and flyers pushed through our letterboxes!

However, some of this junk email is actually trying to trick us - usually to either hand over money or give out our personal or financial information - and they are known as 'phishing' emails.

Lots of these phishing email do the rounds trying to trick people and you can find out more about what the current ones are at:

## Bank Safe Online

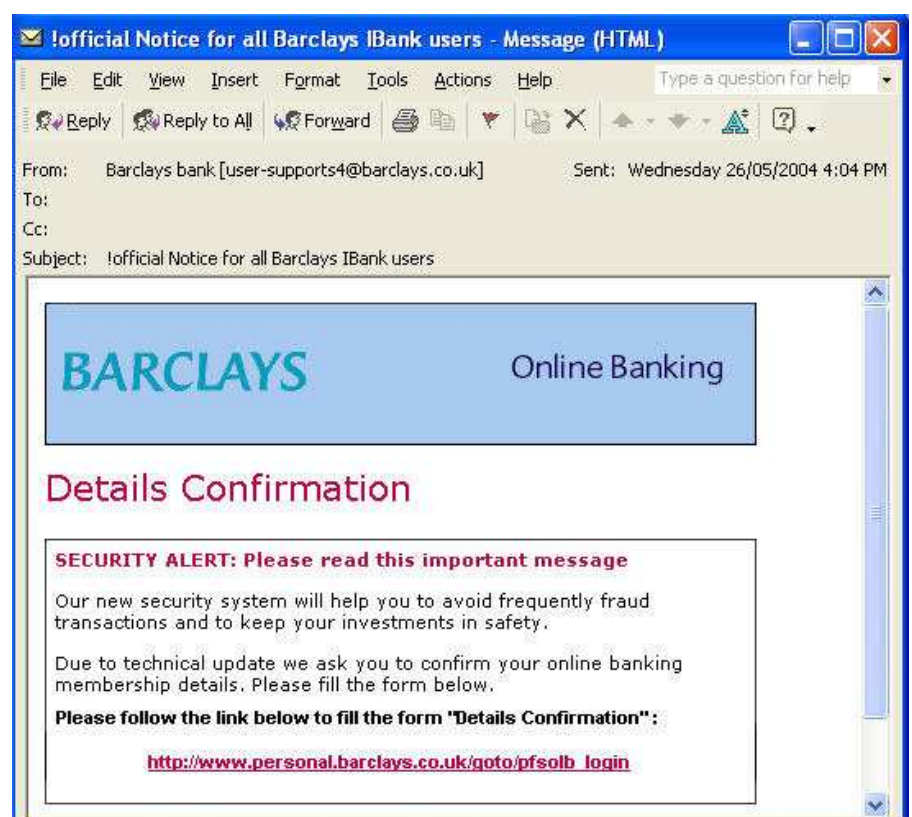
[www.banksafeonline.org.uk/common-scams/phishing/examples-phishing](http://www.banksafeonline.org.uk/common-scams/phishing/examples-phishing).

If you want even more about phishing and some of the latest scams doing the rounds visit -

## Microsoft Security Centre

[www.microsoft.com/en-gb/security/online-privacy/phishing-symptoms.aspx](http://www.microsoft.com/en-gb/security/online-privacy/phishing-symptoms.aspx).

*Example of a  
scam email*

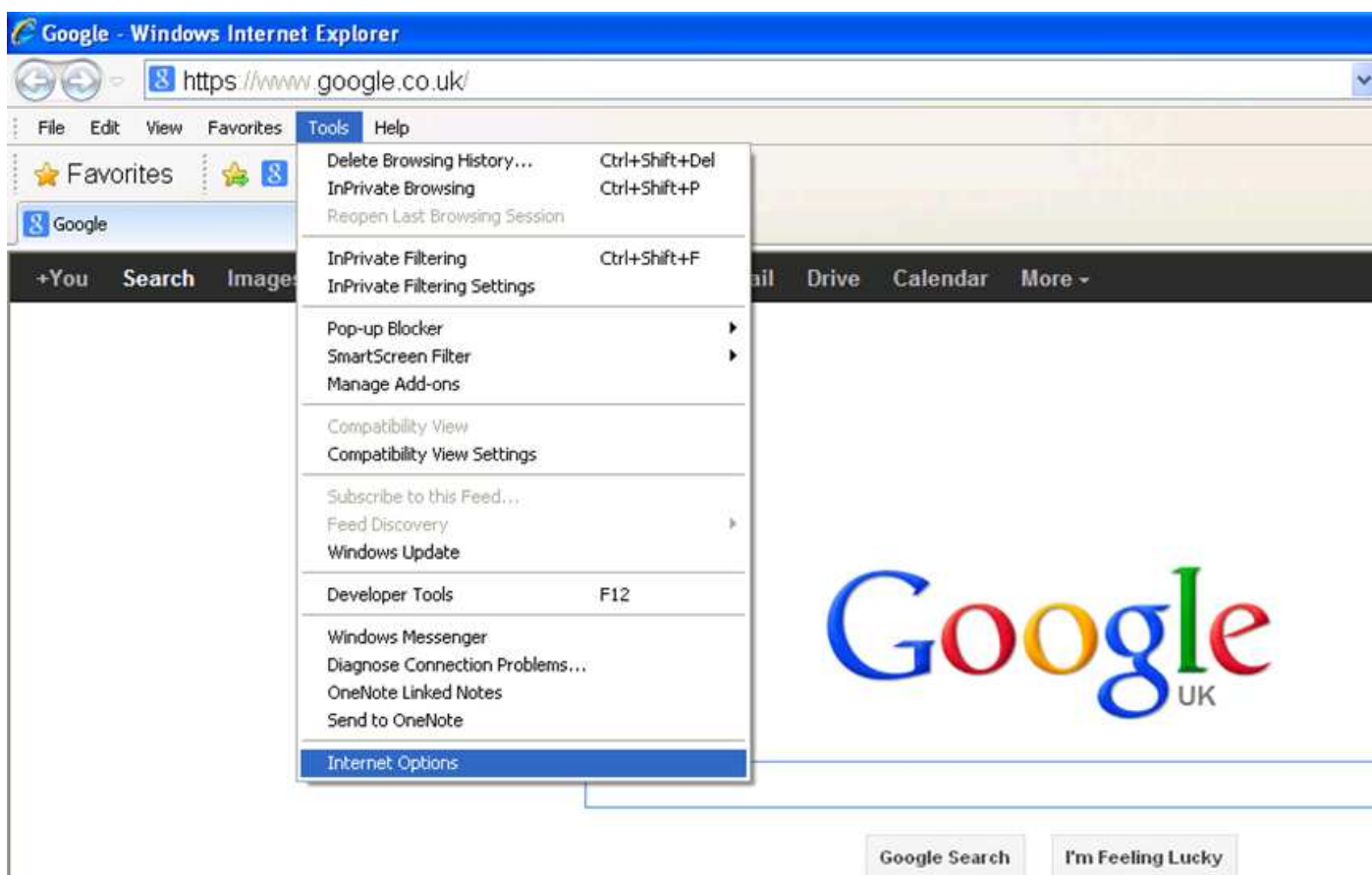


# Keeping yourself safe from prying eyes!

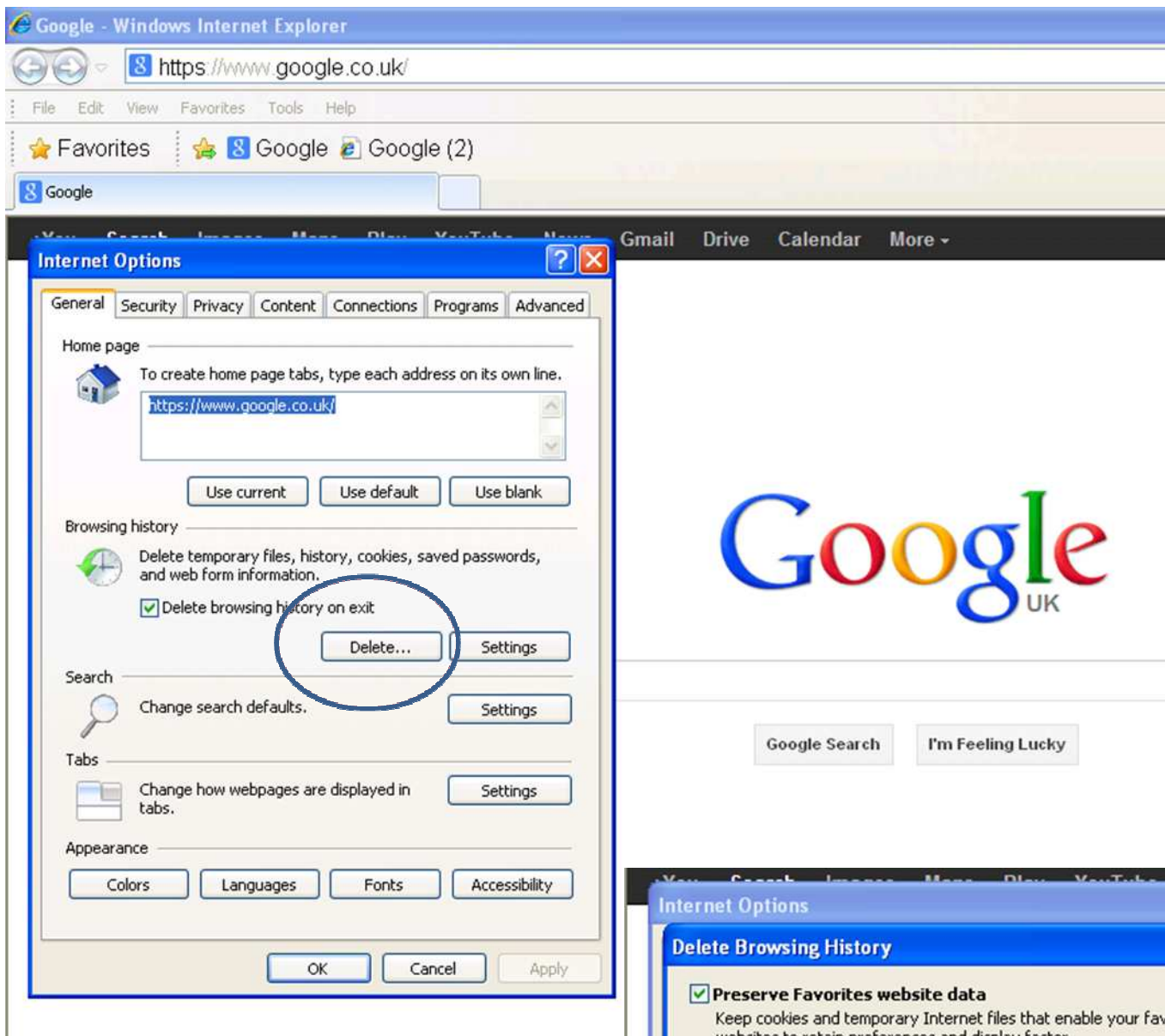
Every time we use computers online the PC we are using stores snippets of information about the webpages and websites we have visited. It is possible for someone next using the machine to backtrack and see what sites and pages we have been visiting. You can stop this happening if you delete the computers 'browsing history' before logging off the computer.

As Internet Explorer is the world's most used browser here's how to do it with Internet Explorer. With Internet Explorer open on the computer:

## STEP 1: Select TOOLS then INTERNET OPTIONS from drop down menu



**STEP 2: In pop up box that now appears choose the General tab > Browsing history > select DELETE option**



**STEP 3: In the pop up box that appears just click on DELETE option**

*Note: There are several different versions of Internet Explorer so what you see may vary slightly!*

