

# **Quick Tips to Information Security**

#### 1 Use Different **Passwords**

It's risky to use the password across multiple systems

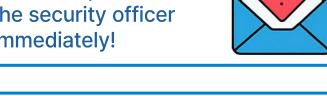
Set a different password for each system.



## 2 Be Cautious with **Suspicious Emails**

Do not open suspicious emails. Always verify the sender directly before clicking on any links or attachments.

If in doubt, contact the security officer immediately!



#### **3** Use Secure **Passwords**

Use passwords with at least 10 characters, including letters, numbers, and special characters.

Change your password regularly to manage your account securely.

# 4 Be Careful When **Using Public PCs**

After use, log out and delete your browser cache.

Do not save personal or sensitive information!

### Keep Antivirus **Updated**

PCs must always have the latest version of antivirus software installed.

For safe PC use, antivirus programs are essential!



#### 6 Watch Out for **External Devices**

Uncontrolled USB usage can cause malware infections.

Use external storage only when necessary and scan with antivirus software before use.