

# 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!

## 5 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.

## Inquiries and Reports

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