Unit 8: writing

There are many IT security and safety rules at the workplace for the computers. always turn off your computer after work, change your password at least once a month, and include letters and numbers. You must update your antivirus software regularly and back up your data at least twice a month, upgrade your firewall regularly For your email, you shouldn't open email attachments from strangers You had better not leave your email address on social networking sites filter your email regularly And others you should use a secure channel to discuss work. never share your password with anyone