



# The Security Minute

Take a second to be secure.

A communication of the Longwood University Information Security Office

Read *The Security Minute* Online: [www.longwood.edu/infosec](http://www.longwood.edu/infosec)

## August 2008



### What is "hovering over" a link?

When you receive an e-mail with a link in it you can "hover over" the link to see where the link actually leads. If you point at the link with your mouse without clicking the link a small box will appear that shows where the link actually leads. Verify that the link leads where you expect it to before you click.

Example:



### This year I will take the time to...

**Delete e-mail messages that I believe seem suspicious.** This includes deleting messages that ask you to e-mail your password or to urgently login and update account information at a provided link, messages made to appear official but that contain numerous misspellings and grammatical errors, messages that make promises that seem too good to be true, etc. Delete any message that looks like spam, a chain letter, phishing or any other type of scam.

**Keep my work space secure.** Secure your computer when you walk away (such as by using Ctrl+Alt+Del or the Windows Key+L) in case that quick question to your neighbor turns into a longer discussion. Keep thumb drives and similar devices out of sight when you are not using them to prevent theft. Don't forget the risks to physical copies of sensitive documents and secure the documents properly when you are not using them.

**Make sure that any computer I use is protected.** At the University computers are protected with antivirus software and kept up-to-date with patches that repair security holes and at home you should protect your personal computer the same way. A compromised home computer can lead to a compromised University account. Also remember that public computers in places such as airports and hotels may not be secure and are best used for tasks such as web surfing rather than tasks requiring passwords, PIN numbers, account numbers, etc.

**Always protect my password.** IITS will never ask you for your password and you should never tell us your password. Providing your password to anyone – co-worker, family member, student – is considered a violation of University policy and puts your account at risk of unauthorized use. Remember that protecting your password protects the personal information of yourself and other individuals.

**Keep up-to-date with security issues.** Keep yourself informed about security issues this year by referring back to the information contained in the MOAT security awareness training, reading *The Security Minute* each month, following the advice of any security advisories sent to the campus and visiting the Information Security website at [www.longwood.edu/infosec](http://www.longwood.edu/infosec).

Throughout this new year remember these simple ways to "take a second to be secure."

## Phishing Scam Directed at the University



### Current Threat

Unfortunately, as we informed you on August 4 several Longwood University users fell victim to an e-mail phishing scam that was directed at the University. Many of you may have received these messages and may still be receiving similar messages. These e-mails may appear as official Longwood University correspondence and may include requests for user name, password and other personal information (such as name, date of birth, etc.). Be aware that Longwood University will **never** ask you for your password. If you received one of these messages delete it immediately.

Do not reply, click on any links or open any attachments included in these messages.

We first warned you of this type of targeted phishing message (also known as spearphishing) directed at the University in February. Many other schools have been targeted by such messages regularly since that time.



*The Security Minute* is a monthly publication aimed at raising awareness of information security related issues and concerns. If you have any questions regarding the newsletter, please contact Melissa Short at 434-395-2034 or [shortmj@longwood.edu](mailto:shortmj@longwood.edu).