

Knowing how to work with a computer is to also be aware that, as a user, you are not immune to viruses or other types of virtual threats.

Here we are again to talk to you about the care that should be taken when using the Internet, in order to increase your security.

We hope you find our advice useful!

Highlights:

Videos on Security – Learn to deal with unsolicited mail

Following on from our previous editions we now provide a series of short videos which set out to help users to become aware of the most



important security problems and to know how to avoid them.

This month the focus is on dealing with unsolicited mail.

In this video we will show you where spam comes from, what kind of spam messages can be dangerous and what you can do to reduce the quantity of spam you receive in your in-box.

Type the following in the address bar of your browser and see the video to get to know more about this subject:

http://www.microsoft.com/athome/security/email/video_spam.msp

News:

A Comfortable Christmas!

As we know that a very busy period with its shopping "frenzy" is approaching, we would remind you that you can enjoy shopping in comfort on-line...>>



Basic Security Principles:

Adjusting your Firewall Definitions

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Configuring and updating software:

What you need to know about security backups

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News:

A Comfortable Christmas

As we know that a very busy period with its shopping "frenzy" is approaching, we would remind you that you can enjoy shopping in comfort on-line. The Internet has virtual shops open 24 hours a day, seven days a week.

As we want you not only to have a **comfortable Christmas** but also a **safe Christmas**, we would point out some steps you should take:

Know who it is you are buying from. Always confirm the address and the telephone number of the entity in order to ask possible questions or to clarify doubts. Check on their reimbursement/repayment conditions.

Note: If you receive an e-mail requesting financial information, do not reply! Respectable companies do not obtain this data in this way!

Know what it is you are buying. Check the characteristics of the products. Do a price comparison. Consult other sites.

Pay Securely. Never send money. Of the various forms of payment available we would suggest the MbNet, a service which allows you to make purchases on-line with an increased guarantee of security as you never provide details of your credit or debit card (see newsletter no. 7 – Dec. 2004).

Print proof of purchase.

Check the privacy policy of the site you are using.



Basic Security Principles:

Adjusting your Firewall Definitions

If you use Windows XP Service Pack 2 (SP2), the predefinitions of the new Windows Firewall mean it will already be activated. To help you protect



your computer against viruses or security threats, we recommend that you keep the Windows Firewall activated.

Given that a firewall restricts communication between the computer and the Internet, you may have to adjust the definitions regarding some programs where an open connection may be preferred. These adjustments are called "exceptions". In the next newsletter we will touch on this topic: *"Using the Exceptions Menu"*. In this article we will talk about the three firewall definitions: Activated, Connected Without Exceptions and Deactivated.

Activated: The Windows Firewall is activated by predefinition and, under normal conditions, it should remain in this state. When you choose this definition, the Windows Firewall blocks all unsolicited requests to connect to the computer, with the exception of requests in respect of programs or services selected in the **Exceptions** separator.

Connected without exceptions: When you select the Do not allow exceptions check box, the Windows Firewall blocks all unsolicited requests to connect to the computer, including requests in respect of programs or services selected in the Exceptions separator. Use this definition when you need maximum protection for your computer, such as when you Access the public network in a hotel or airport, or when a dangerous virus or worm is spreading through the Internet.

Suggestion: You do not have to keep the Do not allow exceptions option selected all of the time as this may mean that certain programs may not work correctly, as for example:

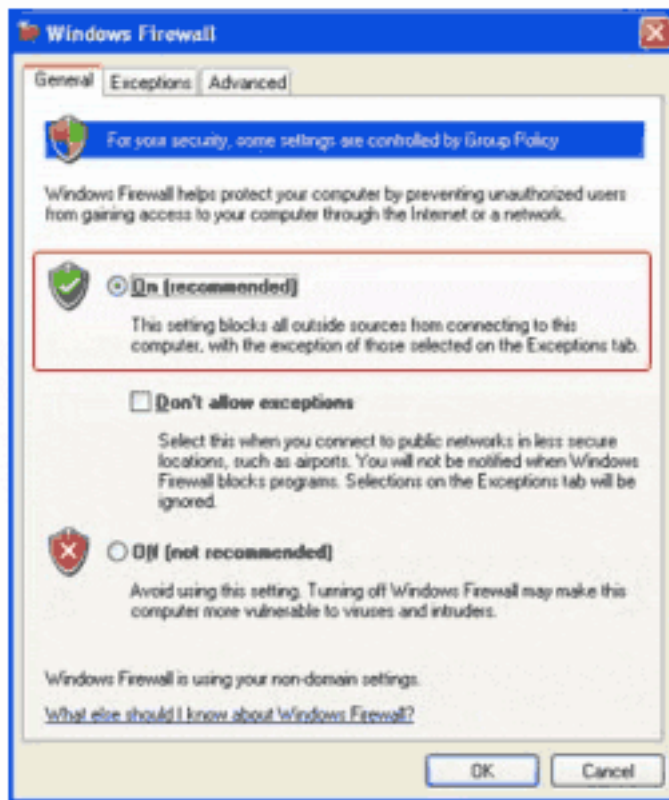
- File and Printer sharing
- Remote Assistance and Remote Work Environment
- Programs and services configured in the exceptions list

Note: When you select **Do not allow exceptions**, you continue to be able to send and receive electronic mail, to use an instant messaging program or to see most web pages.

Deactivated: This definition deactivates the Windows Firewall. When you select this definition, the computer is much more vulnerable to damage caused by unknown intrusions or viruses from the Internet. This definition should only be used by advanced users for computer administration purposes, or if the computer is protected by another firewall.

To adjust the Windows Firewall definitions

1. Click on **Start** and click on **Control Panel**
2. In the **Control Panel**, click on **Windows Security Centre**
3. Click on **Windows Firewall**
4. In the **General** separator, make the selection



General Windows Firewall Separator

Note: This information was taken and adapted from Microsoft's site.



Configuring and updating software:

What you need to know about security backups

There are various ways of involuntarily losing information on a computer. A child who plays with the keyboard like a piano, a power surge, lightning, flood. And, sometimes, the equipment just simply fails.

If you make security copies of your files regularly and if you keep them in a separate place, you may recover some, if not all, of your information, if something happens to the originals on your computer. But which files should you save?

Here are some suggestions for you:

- Bank records and other financial information
- Digital photographs
- Software which you acquired and transferred from the Internet
- Music which you acquired and transferred from the Internet
- Personal projects
- Your e-mail address book
- Your Microsoft Outlook calendar

- Your Internet Explorer favourites

If you use Windows XP Professional, the solution for making easy security copies is just a few clicks away.

To use the security copy utility:

1. Click on **Start** and go to **Programs**.
2. Choose **Accessories**, and then **System Tools**.
3. Click on **Security Copy/Backup**.

If you have never used the security copy utility, the first screen you see should be the assistant's welcome screen. Click on **Next** and follow the instructions or consult security copy made easy for more help.

For further information consult the "Security" area in Millennium bcp's Portal



"Best Consumer Internet Bank" em Portugal • "Best Online Consumer Credit" na Europa
"Best Corporate/Institutional Internet Bank" em Portugal • "Best Information Security Initiatives" - Particulares, na Europa
"Best Bill Payment and Presentment" na Europa • "Best Information Security Initiatives" - Empresas, na Europa