

# Supplement 01

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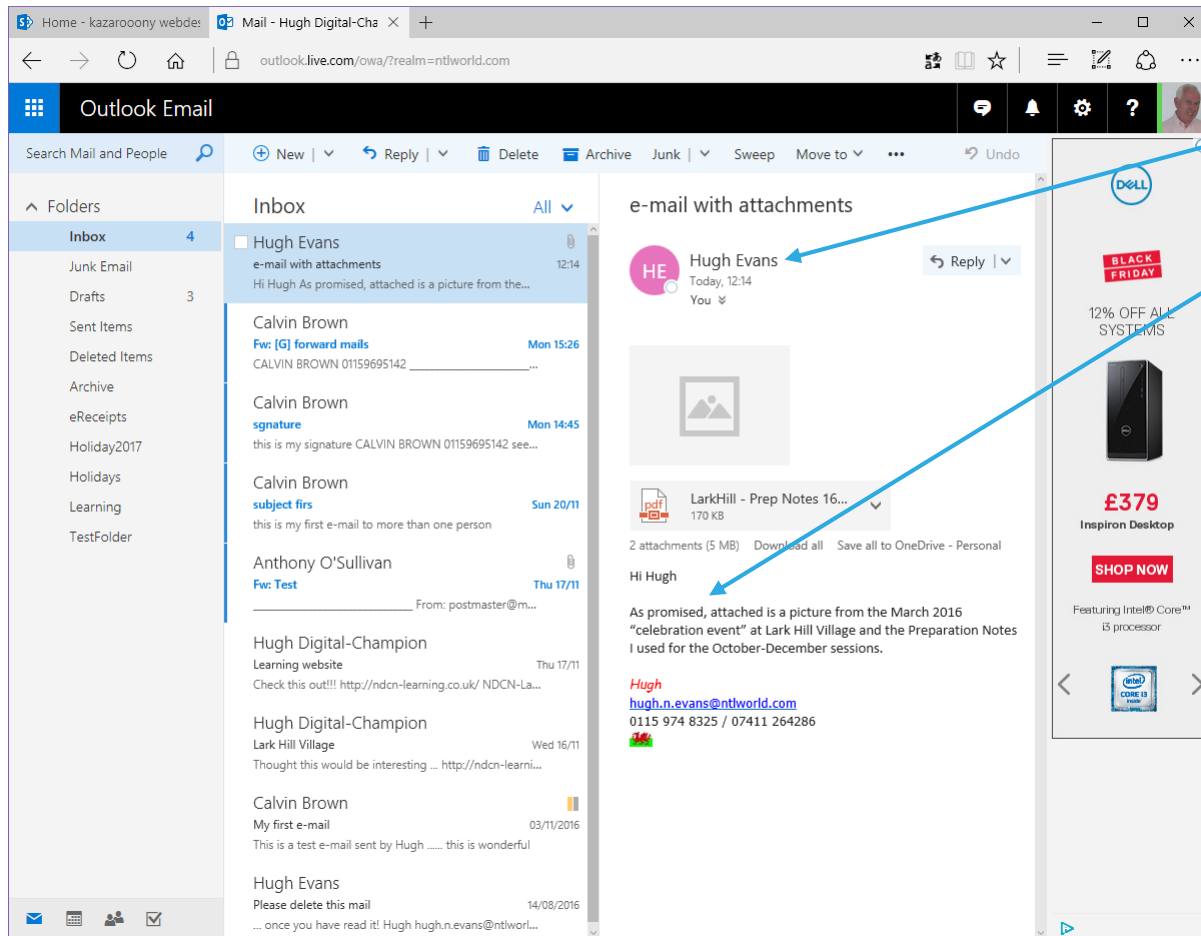
## HANDLING E-MAIL ATTACHMENTS – SAFELY!

# What are e-mail attachments?

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- e-mail attachments are a popular and convenient way to send documents
- Think of them as a letter you might get through the post with a picture, card, leaflet, brochure, ticket, etc. inside the envelope
- ! However, they are also a common source of viruses! use caution when opening attachments, even if they appear to have been sent by someone you know
- The easiest way to identify whether an attachment file is dangerous is by its **file extension**, which tells you the type of file it is; for example, a file with the **.exe** file extension is a Windows program and should not be opened!
- In general, you should only open files with attachments that you know are safe
- For example, **.jpg** and **.png** are image files and should be safe; **.pdf** is a very common document format and should also be safe; be very careful of files with a **.zip** extension
- Be exceptionally wary of files with double extensions, such as **image.gif.exe** ; the only extension that matters is the last one. In this example, **.exe** represents an executable file that will automatically run software upon download.

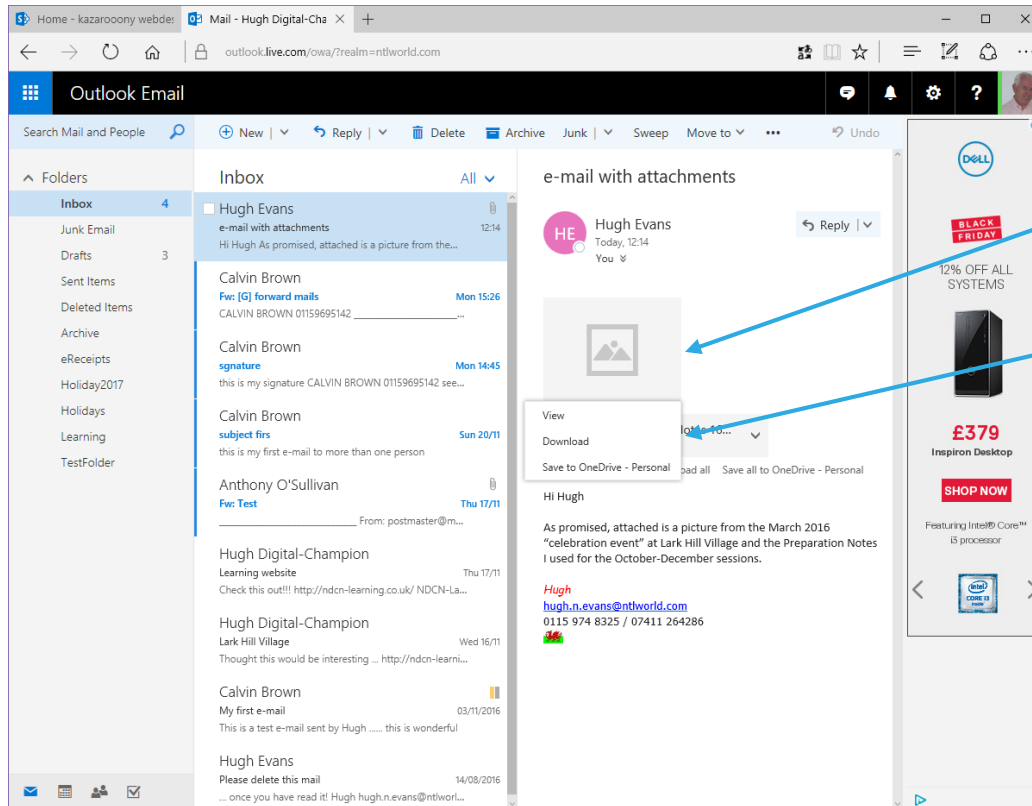
# Example (01)



Apply the 'plausibility' test:

- it's from someone I know/trust
- I'm expecting it

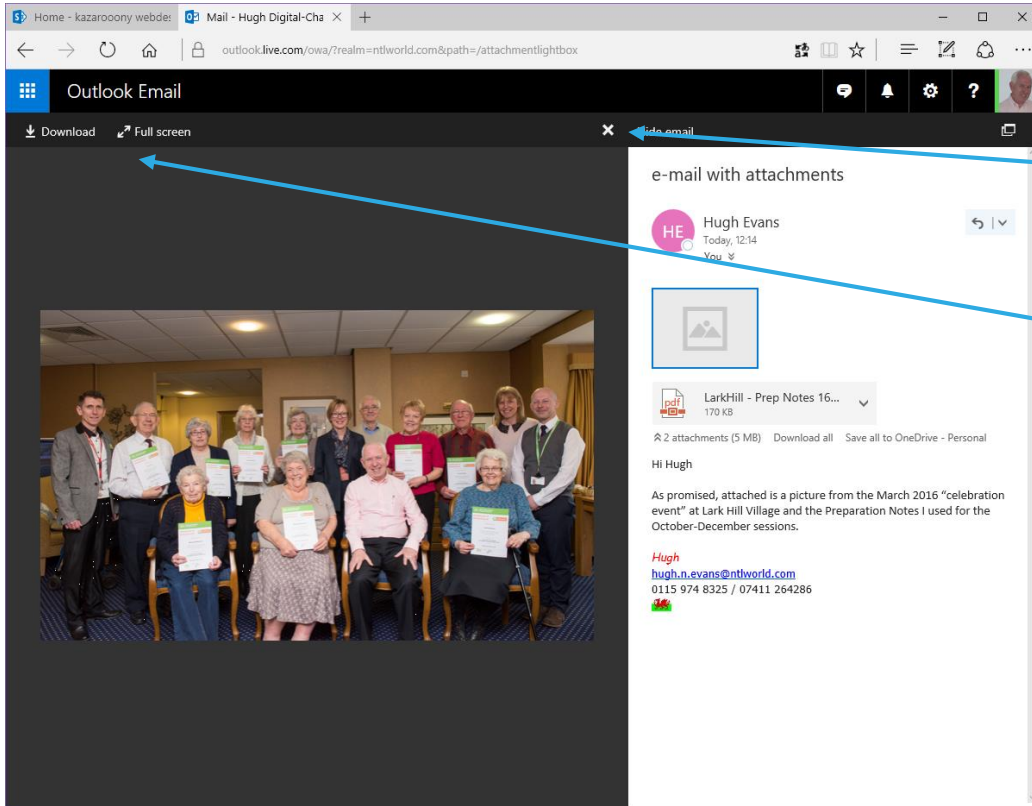
# Example (02)



The first file is an image (.jpg) file – I can see that when I roll the mouse over it

When I click on the down arrow that appears, I am offered three 'more actions'

# Example (03)

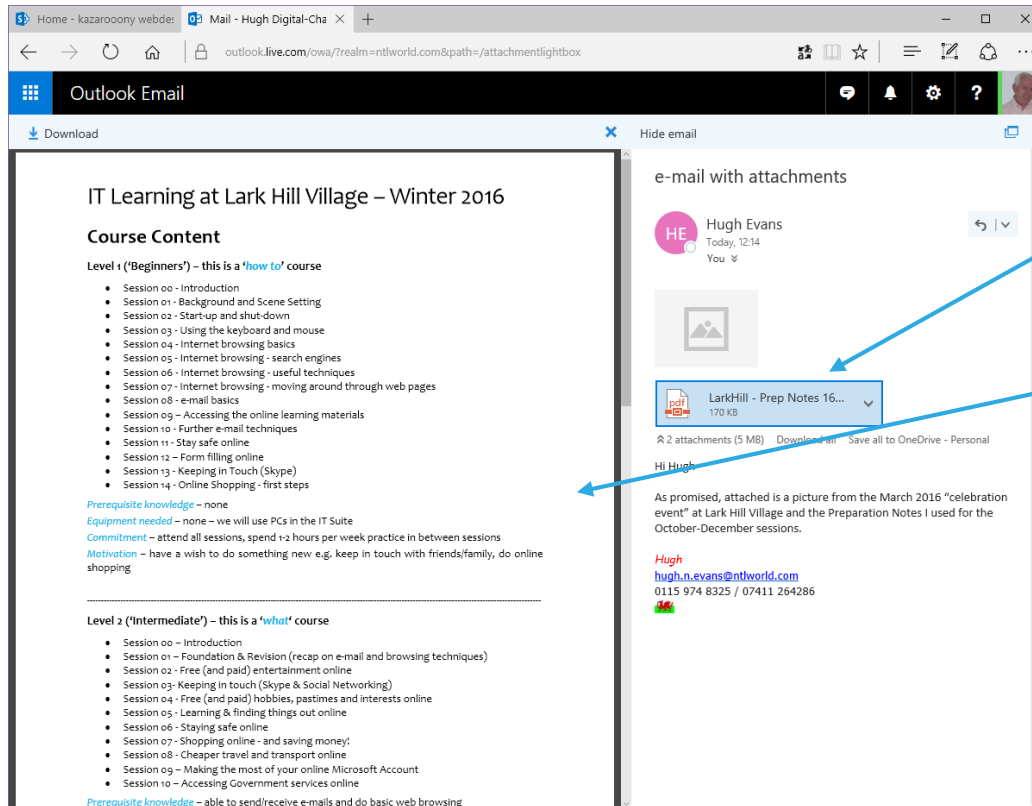


Clicking on the “View” action, I see a preview of the image file

To close it and get back to the email, I click the “x” button

I can download it if I wish or view a full screen version (see options in top left corner)

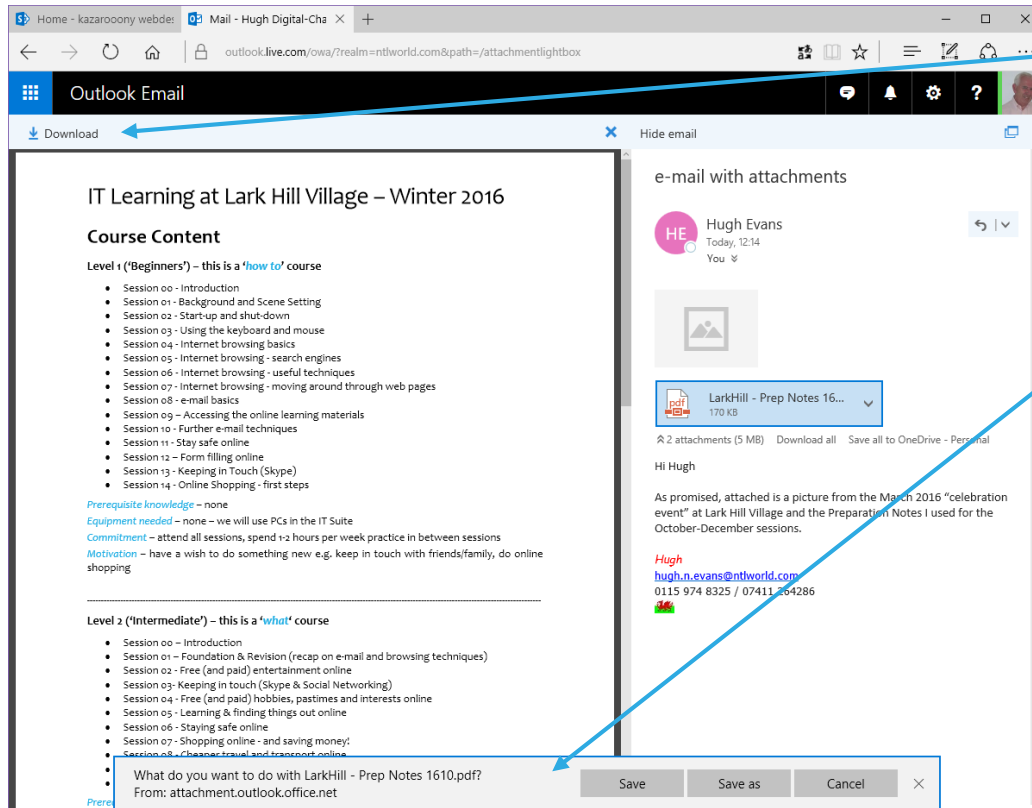
# Example (04)



Same process for the second attachment – this is a document with a file type of .pdf which we know is safe

When we click on it, we get a preview

# Example (05)



Here, I've chosen to download it

Windows asks me where I want to Save it