

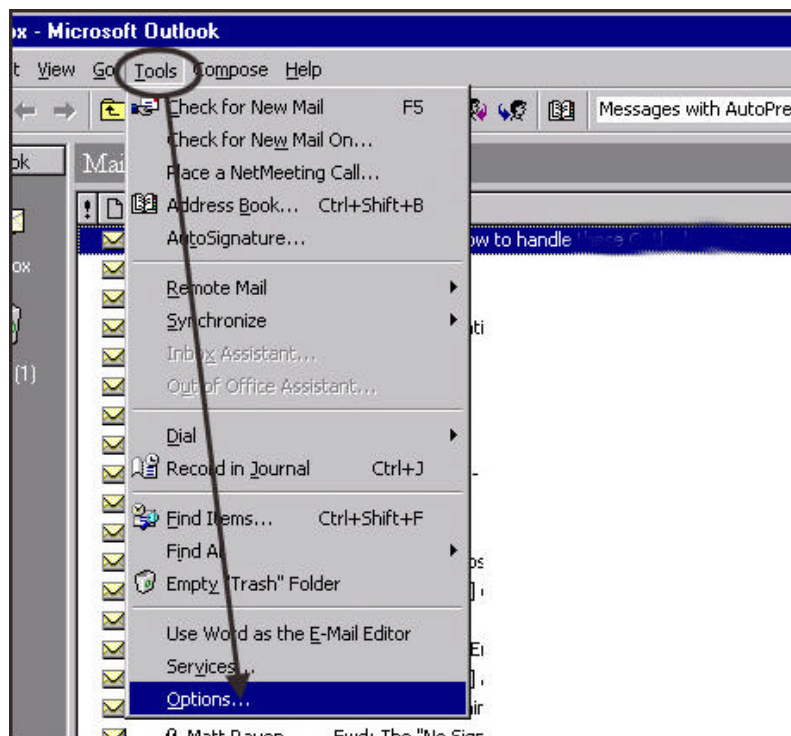
# Safe Handling of Attachments in Microsoft Outlook and other Email Programs

There are a number of popular email programs available (e.g. Outlook, Outlook Express, GroupWise, Eudora, Pegasus.) Regardless of which program is used, email users need to be **cautious** of attached files. This is due to the growing practice of hackers deceiving users into opening attachments containing **dangerous** viruses. These attachments appear to be friendly with subjects such as "ILOVEYOU." The programs, Eudora, Pegasus, GroupWise, and Outlook Express require the user to overtly open the attached file, thereby activating the virus or worm. Therefore, users should look at all email messages with attachments carefully, only opening those that they know are free of viruses. An additional precaution would be the use of an anti-virus program (e.g. Norton Anti-Virus) that is frequently updated.

While other programs require users to open attached files, Outlook has an option where files are automatically opened. Since Outlook cannot distinguish between a good attachment or a virus, it is important to **NOT** have Outlook open attachments automatically. Below are instructions for safe handling of attachments in Outlook.

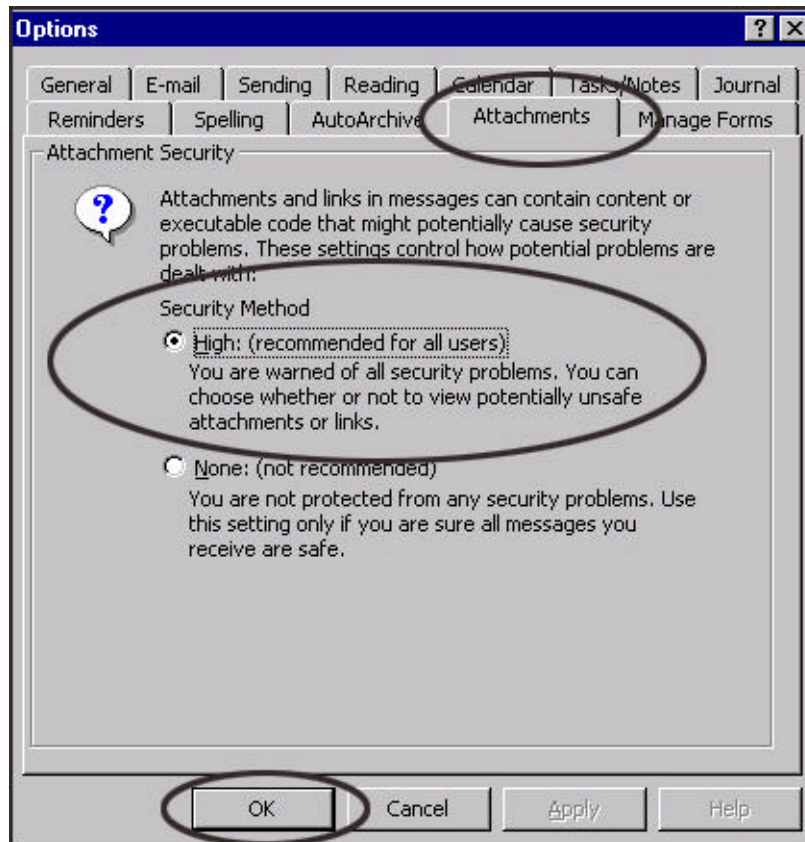
## Enabling the Attachment High Security Option

1. From the **Tools** pull-down menu, select **Options**.



## Safe Handling of Email Attachments

2. The **Options** dialogue box will appear. Select the **Attachment** Tab. For **Security Option**, select the **High** option. Click **OK**.



### **Note:**

Microsoft has developed an update for Outlook 98 and 2000 that will provide higher levels of security. This update can be downloaded from their site.

For more information:

Visit the Microsoft Outlook Email Security Update page at  
[officeupdate.microsoft.com/2000/articles/out2ksecarticle.htm](http://officeupdate.microsoft.com/2000/articles/out2ksecarticle.htm)

Symantec does an excellent job of documenting new and existing viruses. For more information, visit their Web site at: [www.symantec.com](http://www.symantec.com)

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