

Internet Scams and Phishing - PC/Android/Chromebook Handout

Ashby Village Thursday February 20, 2020

	PC	Android phone/tablet	Chromebook	Notes
Mark junk/ spam/ scam emails as 'junk' or 'spam'	<p>Gmail: Gmail will automatically put spam into the "Spam" folder. You can also add an email to the Spam folder yourself. And take email out of spam if it is not.</p> <p>Other email clients will handle Junk/Spam in similar ways.</p>	<p>Gmail: Gmail will automatically put spam into the "Spam" folder. You can also add an email to the Spam folder yourself.</p> <p>Other email clients will handle Junk/Spam in similar ways.</p>	<p>Gmail: Gmail will automatically put spam into the "Spam" folder. You can also add an email to the Spam folder yourself.</p> <p>Other email clients will handle Junk/Spam in similar ways.</p>	<p>Beware the unintended consequences such as putting a friend's email or an email from something you subscribed to into junk/spam. Check junk/spam regularly, and move any wanted email into Inbox.</p>
Update operating system, because OSs continually update their security features	<p>Windows installs important updates automatically, usually on the 2nd Tuesday of the month; other updates can arrive at any day and time.</p> <p>In Settings, you can schedule a time when not being used.</p> <p><i>It's best to leave computer on most of the time, and restart once a week or so.</i></p>	<p>Either the new operating system will tell you if one is available, or it will automatically install itself.</p>	<p>Will get message "restart to update".</p>	
On/Off	Turn the device completely off (shut down) for at least 30 seconds once a week.			
Update browsers	<p>Chrome:</p> <ul style="list-style-type: none"> -Launch Chrome (look for Google Chrome on your computer and open it.) -Click on button with three vertical dots on upper right corner to bring down main menu. -Click "Help" and then choose "About Google Chrome" -If it's up to date, it will say so; otherwise it will ask you to close Chrome and re-open it. <p>Firefox: By default, Firefox updates automatically.</p>	<p>On your Android phone or tablet, open the Play Store app.</p> <ul style="list-style-type: none"> -Then at the top left, tap Menu. -Under "Updates," find your browser and press Update.- 	<p>OS update will update everything.</p>	

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Back up regularly	<p>Windows: Go to Settings, then</p> <ul style="list-style-type: none"> - Update and Security - Backup - Add a drive (hard drive or USB drive), and follow the instructions <p>Note: The hard drive or USB drive should normally be detached from the PC. Connect it only to do a backup, and when it's complete, detach it again. (Ransomware will encrypt all files on a connected drive.)</p>	<p>For photos only on Google Photos:</p> <ul style="list-style-type: none"> -Open the Google Photos app -In the menu, head to Settings -Tap 'Backup & sync' -Make sure the switch is turned on <p>To manually upload folders and files, follow these instructions:</p> <ul style="list-style-type: none"> -Download the Google Drive app, if you don't have it already -In the app, press on the '+' button -Press 'Upload' -Select the file(s) you'd like to backup -That's it! <p>For a backup of all phone settings and apps :</p> <ul style="list-style-type: none"> -Open your phone's Settings app -Scroll down to "Accounts and Backup" (or something similar) and tap on it -Tap on 'Backup and restore' -Toggle on the "Back up my data" switch and add your account, if it's not there already 	<p>Check local storage "Downloads" folder, and save on Google Drive.</p>	
Block pop-ups	<p>Firefox:</p> <ul style="list-style-type: none"> -Click on the three horizontal lines at the top-right of the browser and click on Options -Type "Pop" into the Search settings field -List shows "Block pop-up windows." Make sure the check mark is on. <p>Chrome:</p> <ul style="list-style-type: none"> -Click on Chrome's menu icon in the upper-right corner of the browser and click on Settings. -Type "Pop" into the Search settings field. -Click Site Settings. -Under Popups it should say Blocked. If it says Allowed, click Pop-ups and redirects. Turn off the switch next to Allowed 	<p>Open the Chrome app.</p> <ul style="list-style-type: none"> -To the right of the address bar, tap More Settings. -Tap Site settings, then Pop-ups and redirects. -Turn Pop-ups and redirects on or off. 		