



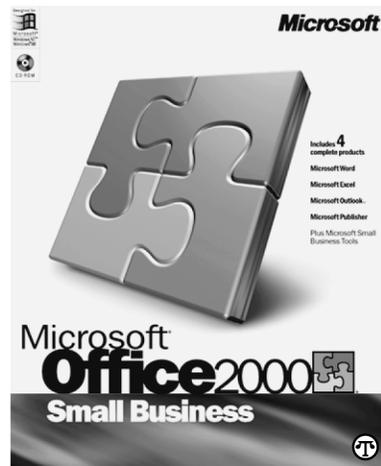
Protecting Your Inbox From Viruses

(NAPS)—Whether you are working on homework, a thesis or a major presentation for work, it's devastating to lose data due to a virus. Viruses, most notably the "Melissa" and "I Love You" viruses, have caused substantial damage to computers worldwide and thus highlight the need of staying informed about the latest computer security issues.

Microsoft provides security updates to its customers that can be downloaded free of charge. For example, users of Outlook 97 or Outlook 2000 can install the Microsoft Outlook Email Security Update to significantly help protect their computer from the more than 5,000 viruses in existence. The update guards against viral attacks that travel via high-risk attachments and also against worm virus attacks that can replicate like the "Melissa" virus. The company also offers protection tips via Office Update (www.officeupdate.com), a site developed to inform users on the latest software versions.

The following tips and tricks will help ensure that the next time you put together a presentation, thesis or the annual family newsletter, you won't have to worry about the threat of a virus destroying your work:

- Download any security updates from the Office Update Web site. It's particularly important to install the Outlook Email Security Update, which will protect you from most viruses.
- Always have a good-quality virus scanner from a company such as Symantec or McAfee.



Finding the latest software updates online is one way to protect your computer—and your data—from viruses.

Always keep the virus scanner's signature files up to date—new viruses or forms of old ones are born frequently. To ensure you are protected, make sure you update the files on your virus scanner so the scanner knows what to look for. Office Update can link you to virus-scanning resources.

- Keep your computer software and hardware products updated. You can use Office Update's Auto-Update feature to automatically determine which security updates you should install for your specific installation.
- Do not run attachments that run code, unless the origin and purpose is fully understood.

For more information on Microsoft Office, visit the Web site at www.microsoft.com/office. The Office Update Web site is located at www.officeupdate.com.