

Computer security newsletter

Secure your computer

Step 1—Internet security

Step 2—Virus protection

Step 3—Spyware/adware

Step 4—Data backup

Step 5—System updates

Step 6—Acceptable use policies/Safe Email usage

Step 7—Digital certificates and encryption

Each issue of our newsletter addresses a new step in securing your computer.

Special points of interest:

- Is your computer secure from virus infection?
- If you were infected, would you be able to recover?
- AWC Consulting provides comprehensive computer support to secure your valuable computer data.
- Be sure to check out our Antivirus Appliance special on page 3.

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How secure are you?

The data your computer holds is invaluable. Should you be the victim of data loss, the amount of time required to rebuild (if possible) your company's files would be incredible. Given the value of the data to your business, it is extremely important to take steps to protect it. Data loss can occur from a variety of different problems.

This issue reviews virus attacks and the steps you should take to protect your company from online attacks.

AWC Consulting offers a broad variety of services to protect your information, including: **Firewall:** Keep hackers out of your computer. The number of online threats grows every day....

Antivirus gateway: Prevent viral infections before they reach your internal network. Your first line of defense from infection...

Antivirus software: Virus attacks are a frequent and ever changing threat. Should you or an employee open a dangerous file your data can be destroyed...

Digital certificates and encryption: Sending email is akin to yelling all your secrets out in a room full of people. Find out how to secure your email messages....

Acceptable use policy: Employees need clear direction on what is considered acceptable uses of a company computer. Minimize



Are you willing to gamble your data is safe? Make sure you are safe from a virus attack.

your exposures...

Safe email practices: Email is now the most common virus attack method. By implementing some simple steps you can protect yourself from becoming a victim....

Operating system and program updates: Security holes are found in Windows and other popular applications on a regular basis. If you do not update your machine consistently, you are vulnerable...

Data backup: Sometimes the worst happens. If your computer fails, will you be able to recover?

Contact AWC Consulting to help you secure your company's information.

What is a computer virus?

A computer virus is a program created to cause problems on a recipient's computer. The severity of the virus can be from a nuisance (by making keys on the keyboard not work correctly) to extremely destructive (by erasing everything on your computer and network). There are a variety of ways to "catch" a virus. Any computer file from, for example, a floppy disk, CD-ROM, Web site or an Email attachment has the potential to infect your computer.

A virus can attack files of nearly any type. For example, Microsoft Word and Excel files can potentially have a virus. So opening a file from any external source can potentially infect your computer with a virus. With the increasing use of Email and high speed Internet connections, people are exposing their computers to a greater level of risk. You must take steps to protect your computers, and to keep your business running.

You need multiple layers of defence

There are over 65,000 known computer viruses... and more are being discovered every day. To protect your company's valuable data (such as client presentations, proposals, financial records) and prevent expensive downtime you must take a multi-pronged approach to virus protection. To prevent the destructive spread of a virus in an office, a company needs to:

1. **Install an Antivirus appliance:** This device scans Email being retrieved from the Internet, *before* they reach your internal network. This appliance stops virus attacks before they reach your workstations.
2. **Install Anti-virus software on every computer:** Catch any infected files that slipped through the Antivirus Appliance (for example, files on a floppy disk or CD).

Once your antivirus software is installed, you must constantly update the program so that it can detect the newest viral threats. Most modern antivirus packages allow you to download the

latest updates through the Internet.

If you do not update the software, it is useless against newer virus attacks. Given new virus attacks are being released on a regular basis, it is extremely important that every computer in an office can detect the latest virus attacks. Despite the protection offered by Antivirus software, you should not open programs and attachments without any thought. Antivirus software should never be trusted to always protect your computer. *Even if you have the latest virus updates, a new, unknown virus is capable of infecting and damaging your computer and network.* Opening Email attachments is always a significant risk. Every user must understand these risks to minimize the chance of being hit by a virus attack.

Antivirus software is most effective when combined with an acceptable use policy and the use of safe email practices (contact us for further details).



Just one infected computer in your office can destroy all of your valuable data. Add in downtime and time to recover and the cost of one infection is significant.

Installing Antivirus software is not enough...

Several virus attacks take advantage of known vulnerabilities in Windows. The recent Slammer virus/worm infected hundreds of thousands of computers with a known vulnerability. A patch to correct this vulnerability has been available from Microsoft for months... yet the Slammer virus spread because computer users failed to install this patch. If your system is not up to date, you are at severe risk of being infected. The Slammer virus spread by searching for vulnerable computers through the Internet. Vulnerable computers were infected without the user downloading a file onto the computer. Instead, Slammer infected the vulnerable computers remotely without any user intervention.

You must assess:

- Is your computer up to date? Are *all* computers on your network up to date? One infected computer can wreak havoc with your network.
- Do you regularly update your computer Operating System with the latest security patches?
- Do you regularly update your computer applications (such as Microsoft Outlook or Microsoft Word) to protect yourself?

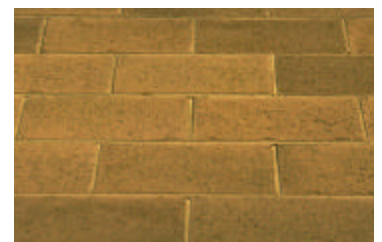
If you do not know the answers to these questions how safe are you from attack?

“There are over 65,000 known computer viruses... and more are being discovered every day.”

Developing an effective Antivirus program

AWC Consulting can help you implement an effective program to protect your data and operation from a virus attack. Time must also be taken to ensure that your software is being updated to provide the greatest level of protection possible. AWC Consulting will help you assess risks and work within a budget to secure your network.

This is achieved through a broad range of services from installation of antivirus software and supporting training to working with you to develop policies for employee use.



An anti-virus solution is one part of a complete security plan. AWC Consulting can create an effective security foundation for your company.

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Please contact us if you require additional newsletters or back-issues.

Company profile

AWC Consulting has provided effective solutions to clients for over six years in the Greater Toronto Area. We support a wide variety of companies ranging in size from one person to over one hundred.

Consulting services

Computers are a fact of life in business. You want your computer to perform its function easily and efficiently. AWC Consulting allows you to focus where you add the greatest value... doing your job. Don't waste your valuable time trying to keep your computer running in tiptop shape. Let AWC Consulting help you.

As your partner, AWC Consulting takes the time to learn *your business* and *your computing requirements*. With this information we can develop a custom solution to meet your business needs in the most effective manner possible.

Our goal is to help you succeed in your business by letting you *focus on doing your job*. You do not need to fight with your computers or waste valuable time trying to get your computer equipment to perform the way you want.

We offer a wide variety of training, Internet/network, maintenance, and troubleshooting services to help you leverage your computer investment.

Learn more online

To learn more about AWC Consulting, please visit our web site: www.awcconsulting.com



Virus protection promotion: Firewall and antivirus bundle

AWC Consulting can secure your office network. For a limited time we are offering our **AWC Firewall** with *20 F-Prot Antivirus workstation software licences at no extra cost*.

This special offer includes the following:

- AWC IP Cop firewall—custom hardware firewall installed and configured to your needs.
- Firewall virus scanning—Scans POP3 email messages for virus infections—blocks infected messages before they get to the internal network.
- Install F-Prot antivirus on up to 20 workstations.

COST: Only \$1200. LIMITED TIME OFFER. Price subject to change without notice.

Requirements:

- Windows 95, 98, ME, 2000, NT Workstation, XP and XP Pro are supported with F-Prot anti-

virus. Apple computers can be protected separately by Norton Antivirus for Macs. Please call for a quote.

- To take full advantage of the AWC IP Cop firewall your office requires a dedicated high speed Internet connection.
- The AWC IP Cop firewall and F-Prot Antivirus software include one year of virus definition updates. A paid subscription is required after one year to continue receiving updates from F-Prot to detect the latest virus attacks.
- Prices and equipment specification subject to change without notice.
- *Price does not include the cost of cleaning any virus infections already present on workstations in your office.*
- All taxes are extra.



We offer detailed audits following the Open Source Security Testing Methodology Manual. Call for further details.