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Nowadays, people are getting used to with the Internet and computer. Whether the matter is to search for favorite restaurant, destination for flora and fauna, or to look for information regarding academics, health, real-estate & property or even to connect, share, shop and bank, the combination comes handy, and has almost metamorphosed the way of working in every aspect of life. Excluding the entertainment will be a blunder as well. Here is a survey that might interest you. Nielsen Holdings, a renowned global information and measurement company in May 2010 after conducting a survey amidst the US population came with a report where it visualized the entire Internet usage in an hour (60 minutes) to dig out its share, the extracts read: 25 minutes 00 seconds is devoted for email, 7 min 00 sec for portals, 6 min 18 sec for social networking and blogging, 4 min 12 sec for search, 2 min 42 sec for news, 1 min 54 sec for music, 1 min 42 sec for music, 1 min 24 sec for music, 1 min 12 sec for movies, and 8 min 6 seconds for miscellaneous usage.

Thus, the email usage holds the biggest pie of the wagon wheel. With amount of time that people are spending for email, it becomes must to read the email safety rules. Go through this computer support article to know a few etiquettes.

Donâ€™t Open Attachments You Donâ€™t Expect

E-mail attachments can be loaded with malicious software or viruses that could infect your PC. Hence, follow some basic rules: Never accept attachments unless you are confirmed about the sources, avoid opening an attachment unless you are really confident that it is safe. Some safe attachments could include .txt, .pdf, or .gif. Some potentially unsafe attachments could include .doc or .xls extension.

Donâ€™t Click on Unconfirmed Links

The rule stays the same. Donâ€™t click on unconfirmed links in e-mails, they can be a source of malicious software like viruses, spyware and malware that potentially may infect your PC, steal your private data or harvest your e-mail address for further spamming.

Donâ€™t Get Duped by Phishing

Economic or banking portals are most likely to attract bad-guys to dupe end-users. For instance, if you get a message from your bank that asks you to update your account information, delete that, and if possible report to your banks as well. Unless you are confirmed of the authenticity or legitimacy donâ€™t entertain such messages or links. Usually, bad-guys behind the scene may try to make fool and get into your highly confidential data.

Donâ€™t Always Trust Your Friends

Sometimes, your friends PC may be compromised, and it can be used by spammers to send unsolicited messages across multiple users present in their email address list. If you are getting any such mails, make sure to scan it first using the trusted security software.

Check the Message Header

Spammers make use of your email communication habits to find flaws in it, and may disguise their real addresses in some user familiar or widely popular way. So if suspected check the e-mail header

to make sure that any such message has been directed from a legitimate address. Right-click on the message line in the Outlook >Inbox > Select Options to view the header (do not double-click or you'll open the message).

For advanced protection you can take help from online computer support services, by just navigating through the search engines with some relevant keywords. Experts can configure security settings of your email account, update browser, amend firewall and installed security software remotely. In case, the system is infected, you can avail expertsâ€™ assistance to scan and remove viruses and other hidden software.

A few computer help portals do have their own knowledgebase explaining rules to setup and configure email accounts, amend security settings, and take care of any malicious intrusions. Also, you may get comprehensive PC heath checkup and virus removal tools to diagnose and fix email related issues. In case of the Microsoft Outlook, you can rely on the Microsoft Fix It solutions as well to get a quick and easy work around.

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