

# Microsoft Office 2007: Essentials, Revised Edition



## Lesson 4: Introducing Outlook and the Internet Part 1

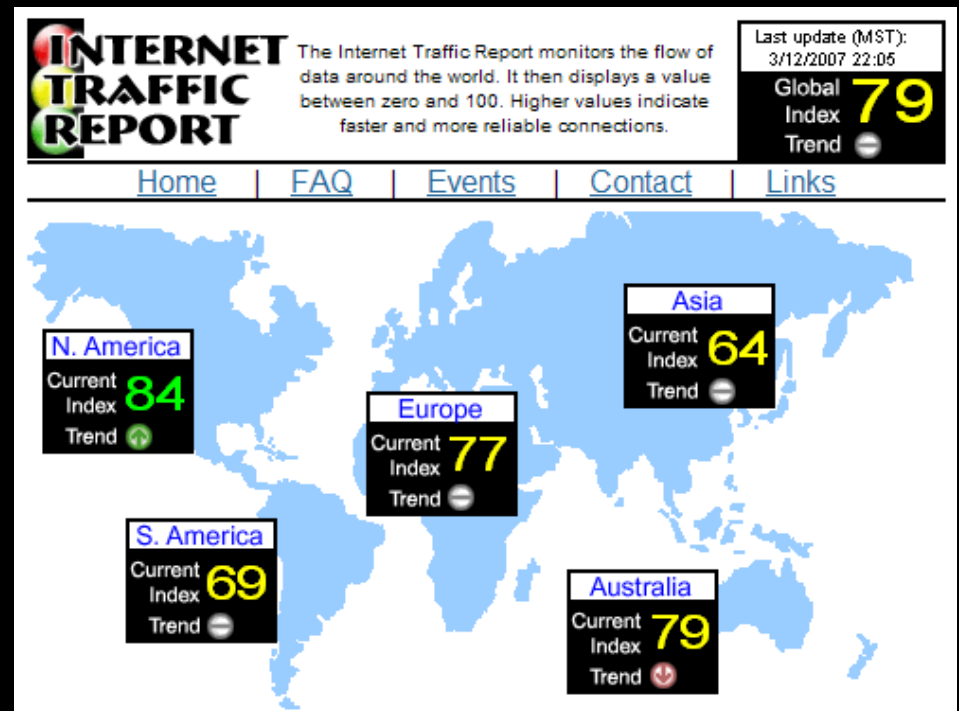
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# About the Internet

- World's largest computer network
- Various services function over the Internet
  - ▲ Email
  - ▲ Web
  - ▲ Instant messaging

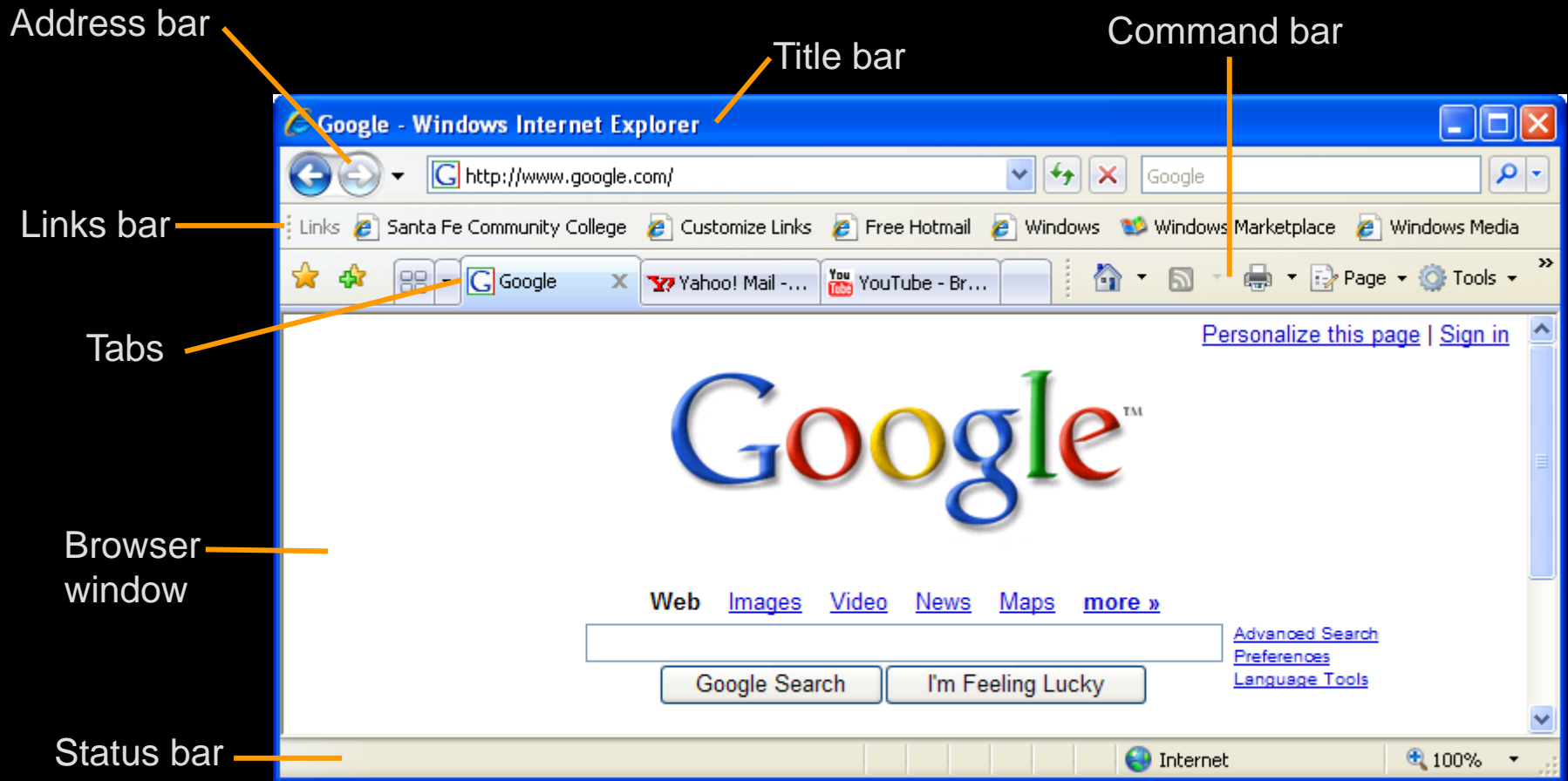


# Web Browsers

- An application program optimized to help you navigate web pages
- Examples of web browsers
  - ▲ Internet Explorer
  - ▲ Firefox
  - ▲ Netscape Navigator
  - ▲ Safari

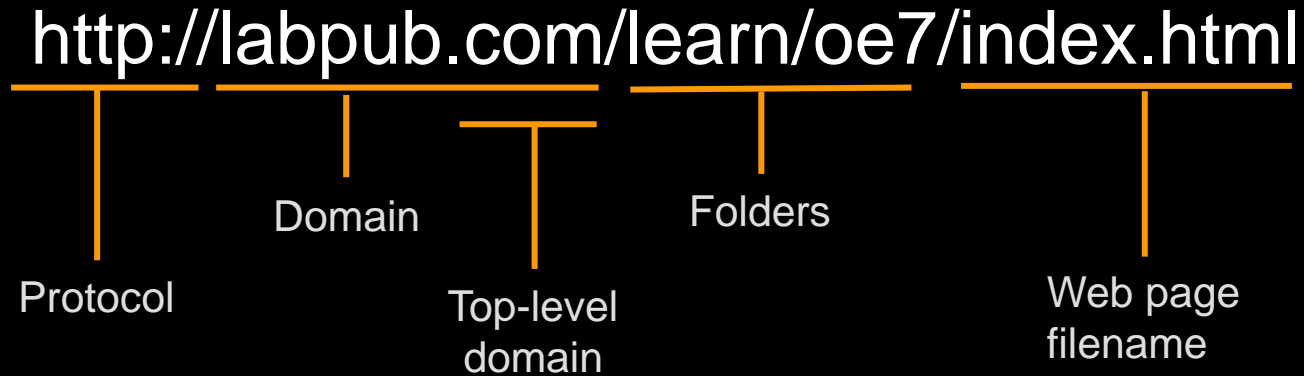


# Internet Explorer Window Elements



# Navigating the Web

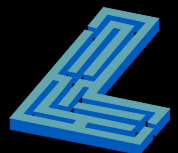
- Parts of a URL



TIP

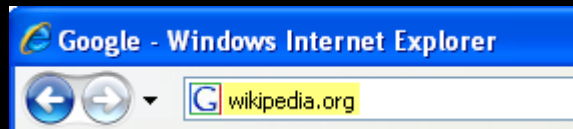



*A uniform resource locator (URL) is essentially the address of a web page.*

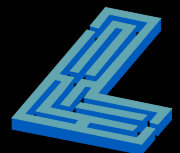


# Navigating the Web

- Navigate directly to a website by typing the desired URL in the Address bar



TIP  *Internet Explorer fills in the http:// protocol for you automatically.*



# Internet Security Risks

- **If your computer is connected to the Internet, you are at risk**
  - ▲ Viruses
  - ▲ Spyware
  - ▲ Spam email
  - ▲ Phishing email



# Viruses

- Programs that harm a computer
- Most are harmless, but some can completely disable a computer
- Can be spread via email messages, web pages, installing programs, and intrusions
- New viruses are spread daily





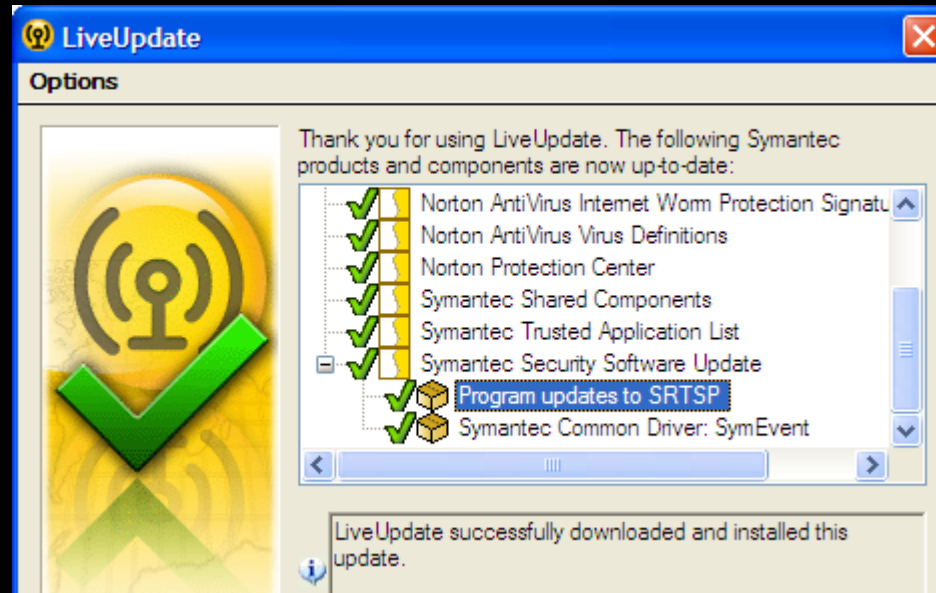
# Antivirus Software

- Necessary to protect your computer from viruses and other security risks
- Watches for suspicious activity
- Can scan files for known viruses
- Must be kept up to date to protect against new viruses



# Updating Virus Definitions

- Should be performed regularly
- Most antivirus software can do this automatically



# Spyware

- **Software that can collect personal information from your computer without your knowledge**
- **Can discover and transmit personal identity information**
  - ▲ Such as credit card numbers for online transactions



# Firewalls

- **Protect your computer from remote intrusions**
- **Can spot unauthorized access attempts and block them**
- **Can also block unauthorized transmissions going out of your computer**
- **Windows comes with its own firewall**
  - ▲ There are also 3<sup>rd</sup> Party firewall products

# Spam (Junk Email)

- Unwanted or unsolicited email
- Can contain viruses
- Can be filtered by Outlook 2007 and 3<sup>rd</sup> party products
  - ▲ Filters can also filter out legitimate (non-spam) messages
- Outlook 2007 can spot most spam
  - ▲ Placed into a Junk Email folder 

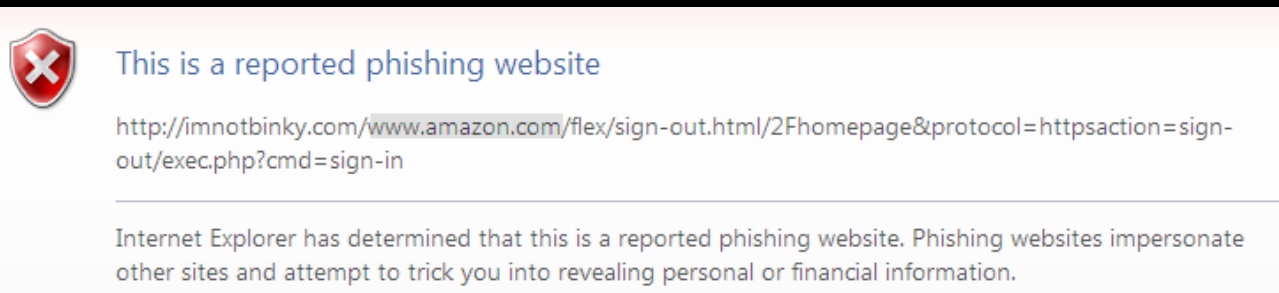



**TIP** *Never open an email message with an attachment from someone you do not know.*



# Phishing Messages

- Phishing messages mimic legitimate businesses to trick unwary recipients into revealing personal information
- Direct you to a website that looks real, but is actually phony
- Internet Explorer features a phishing alert/filtering system



**TIP**  *Legitimate businesses will never ask you to reveal your personal ID or password via email.*



# Phishing Example

Amazon.com Associates--Activate Your Account Now

● Amazon.com [store-news@amazon.com]

This message was sent with High importance.

To: russ@clarityspoken.com

**amazon.com.**

\*\*\*Urgent Fraud Prevention Group Notice\*\*\*

You have received this email because we have strong reason to believe that your Amazon account had been recently compromised. In order to prevent any fraudulent activity from occurring we are required to open an investigation into this matter. To speed up this process, you are required to verify your Amazon account by following the link below.

<https://s1amazon.com/exec/varzea/register/login/103-4581464-2644632>  
(To complete the verification process you must fill in all the required fields)

This URL is programmed to appear legitimate, but actually opens a browser window to a different website than displayed here



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