Confidential Information & Conversations

- Never use Skype to transfer University files, including documents and data files, and never accept documents from others.
- Skype cannot be used for University conversations that contain confidential information.
- University IT does not condone the use of Skype.

Staying Safe with Skype

- Read the Privacy Policy
- Create a strong and unique password
- Always use antivirus software
- Keep Skype up-to-date
- Update your privacy settings
- Do not authorize people whom you do not know
- Never respond to emails that request your credit card details
- Know how to protect yourself against online fraud, spam, viruses, and phishing
- If you think your account has been compromised, change your password immediately

For more information on this week’s tip visit www.rochester.edu/it/security/securitytipofweek.