

# Security Tip of the Week

The Skype logo is displayed in a stylized, bubbly font. A rainbow arc curves behind the letters. The background of the top section is blue with white decorative elements like hearts and dots.

## 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](http://www.rochester.edu/it/security/securitytipofweek).

Need Help? Contact University Information Technology

Online: [www.rochester.edu/it](http://www.rochester.edu/it) □ Email: [UnivITHelp@rochester.edu](mailto:UnivITHelp@rochester.edu) □ Phone: 275-2000 (5-2000)