

# Joe's IT Rules

Things to do – and NOT do – on your computer

Joe Carl White | October 12, 2022

# Rule #1: Backup! Backup! Backup!

## The 3-2-1 Rule Prevents Data Loss in Worst-Case Scenario

- Copying before editing is great, but does not help in case of drive failure.
- A connected backup drive is great, but susceptible to same physical effects as the original data on your machine.
- Cloud sync services (iCloud, OneDrive, Dropbox, &c.) are great, but syncing is not the same as backing up.
- Have at least 3 copies of your data: production and two backups...
- On at least 2 different media: hard drive, thumb drive, optical, cloud, &c. ...
- With at least 1 copy off-site: another building, safe deposit box, cloud, &c.
- Alternate physical backups periodically; more often is more work but also means less loss in case of catastrophe.

# Rule #2: Protect Your Passwords

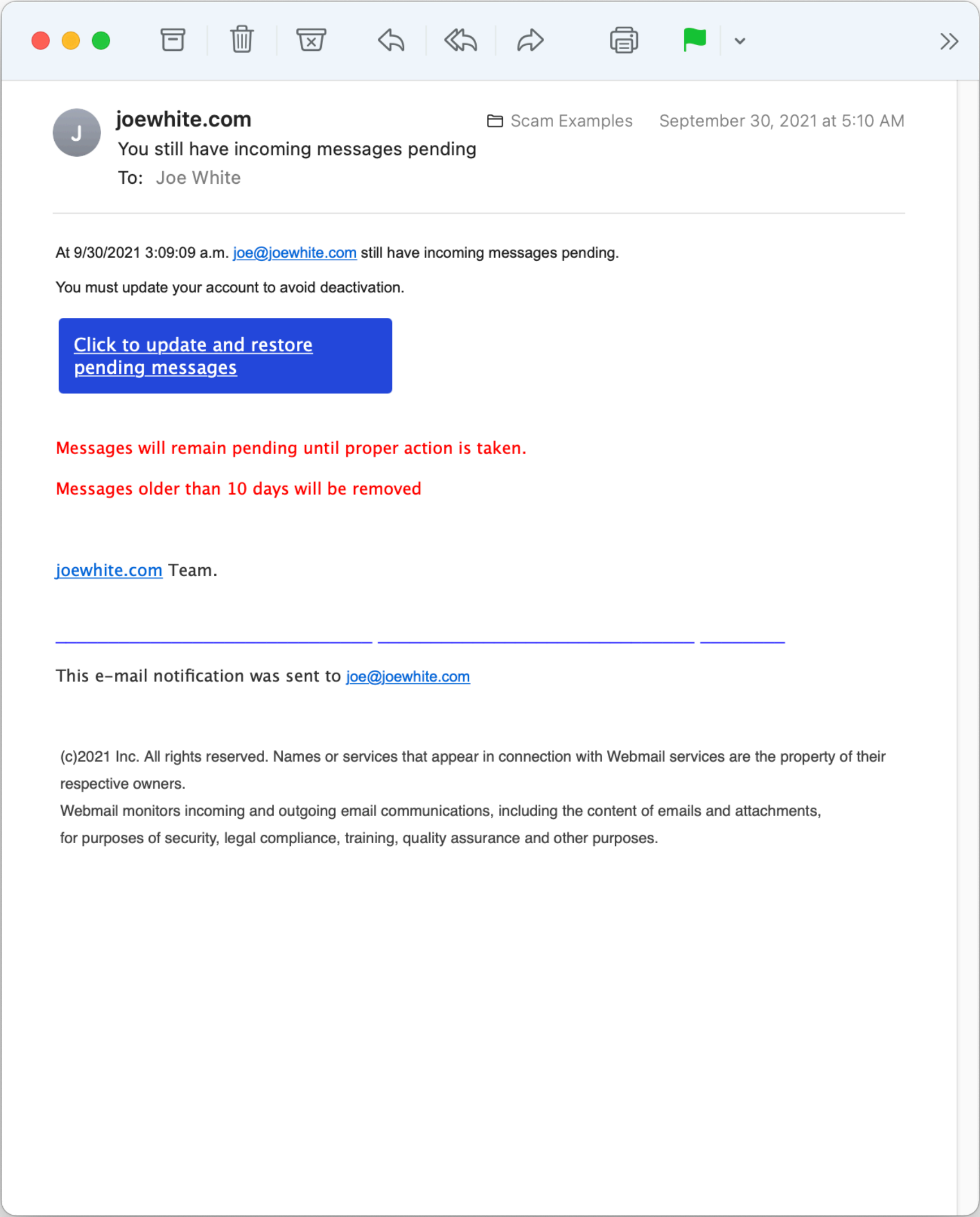
**Every password should be unique, strong, and securely stored**

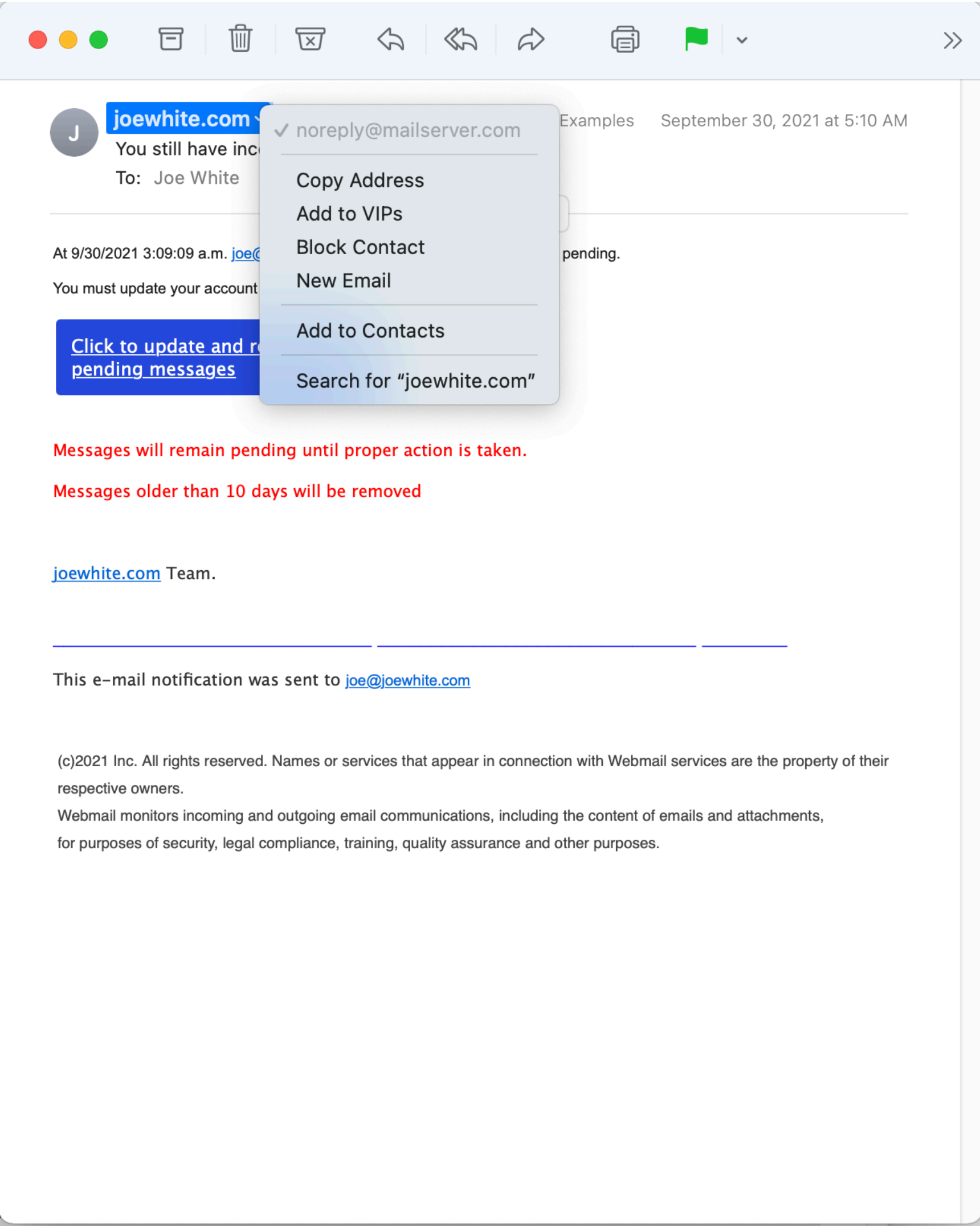
- No one can remember all their passwords.
- Using the same password or variations on a theme has lead to many compromised accounts.
- DON'T KEEP A LIST OF YOUR PASSWORDS IN THE OPEN!!!
- Use a password manager (Keychain, LastPass, 1Password, Dashlane, &c.) to generate unique, complex passwords and store them securely.
- Memorize the password/codes for your email, devices, and password manager; everything else let the manager generate and store for you.
- Enable multi-factor authentication (TFA/2FA/MFA) where available.
- Heed your password manager's alerts for compromised passwords.

# Rule #3: Avoid Getting Phished

**Social engineering, not hacks, lead to most compromised accounts**

- “Phishing” emails attempt to get you to reveal your credentials.
- Mimic look of legitimate correspondence, but usually seem a little ‘off’.
- Often include words to engender a sense of urgency.
- Need to update your email, a legal document you have to sign, a receipt that lacks detail in many aspects but a clear way to cancel, &c.





J

joewhite.com

Scam Examples

September 30, 2021 at 5:10 AM

You still have incoming messages pending

To: Joe White

At 9/30/2021 3:09:09 a.m. [joe@joewhite.com](#) still have incoming messages pending.

You must update your account to avoid deactivation.

Click to update and restore pending messages

https://storage.cloud.google.com/1lordman1man3/kelmanco2.html#joe@joewhite.com

Messages will remain pending until proper action is taken.

Messages older than 10 days will be removed

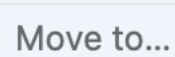
[joewhite.com](#) Team.

This e-mail notification was sent to [joe@joewhite.com](#)

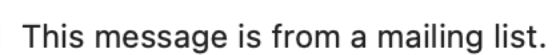
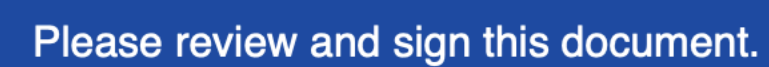
(c)2021 Inc. All rights reserved. Names or services that appear in connection with Webmail services are the property of their respective owners.

Webmail monitors incoming and outgoing email communications, including the content of emails and attachments, for purposes of security, legal compliance, training, quality assurance and other purposes.





To: Joe Carl White

Unsubscribe 

## REVIEW DOCUMENT

Dear Recipient,

Please review this invoice  
This is an electronically created invoice.

**This letter keeps a secure information. Please do not show this email with other people.**

### Other Signing Method

Visit DocuSign, click on 'Access Documents', and enter the security code: F19B79BA17

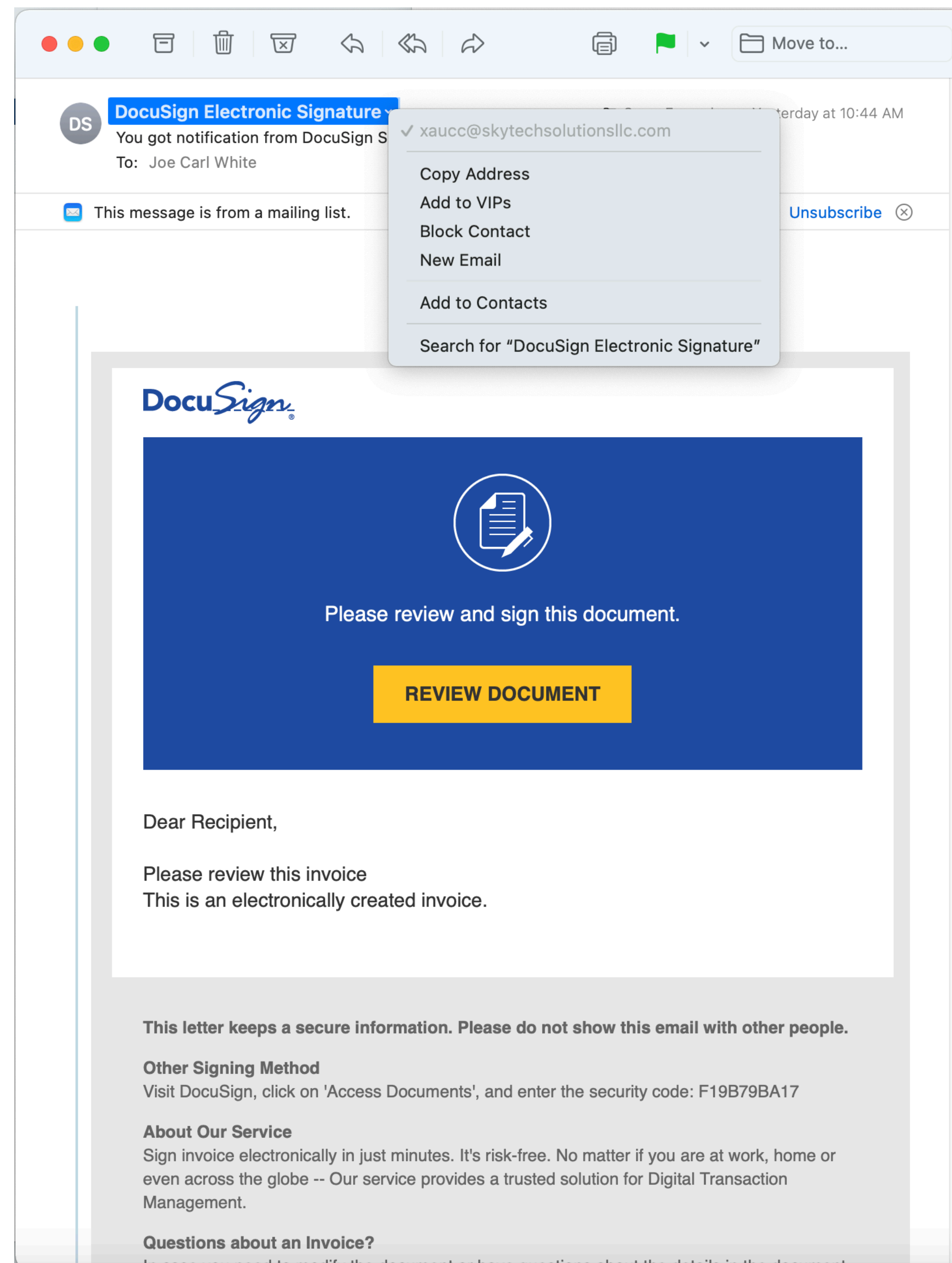
## About Our Service

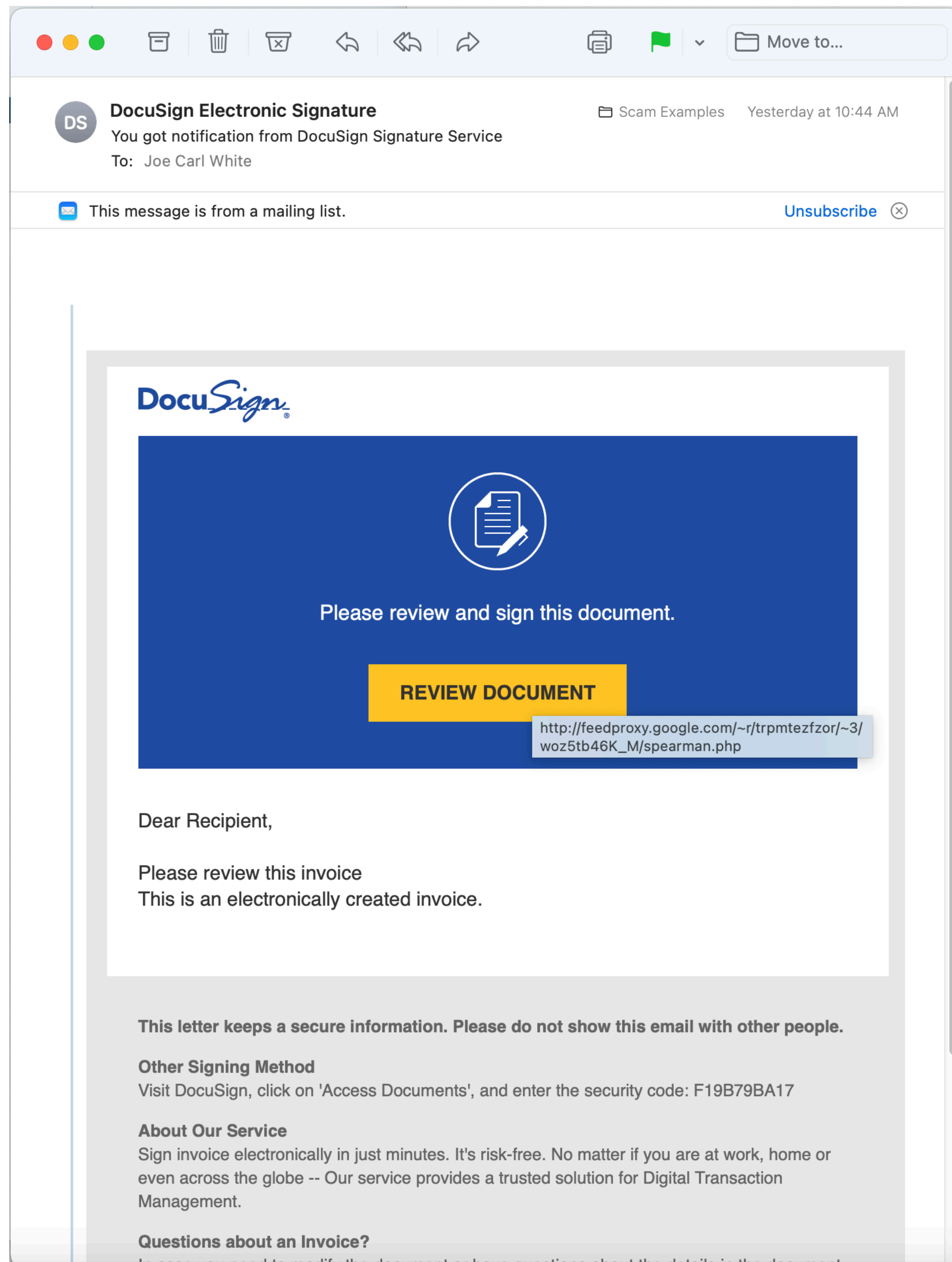
Sign invoice electronically in just minutes. It's risk-free. No matter if you are at work, home or even across the globe -- Our service provides a trusted solution for Digital Transaction Management.

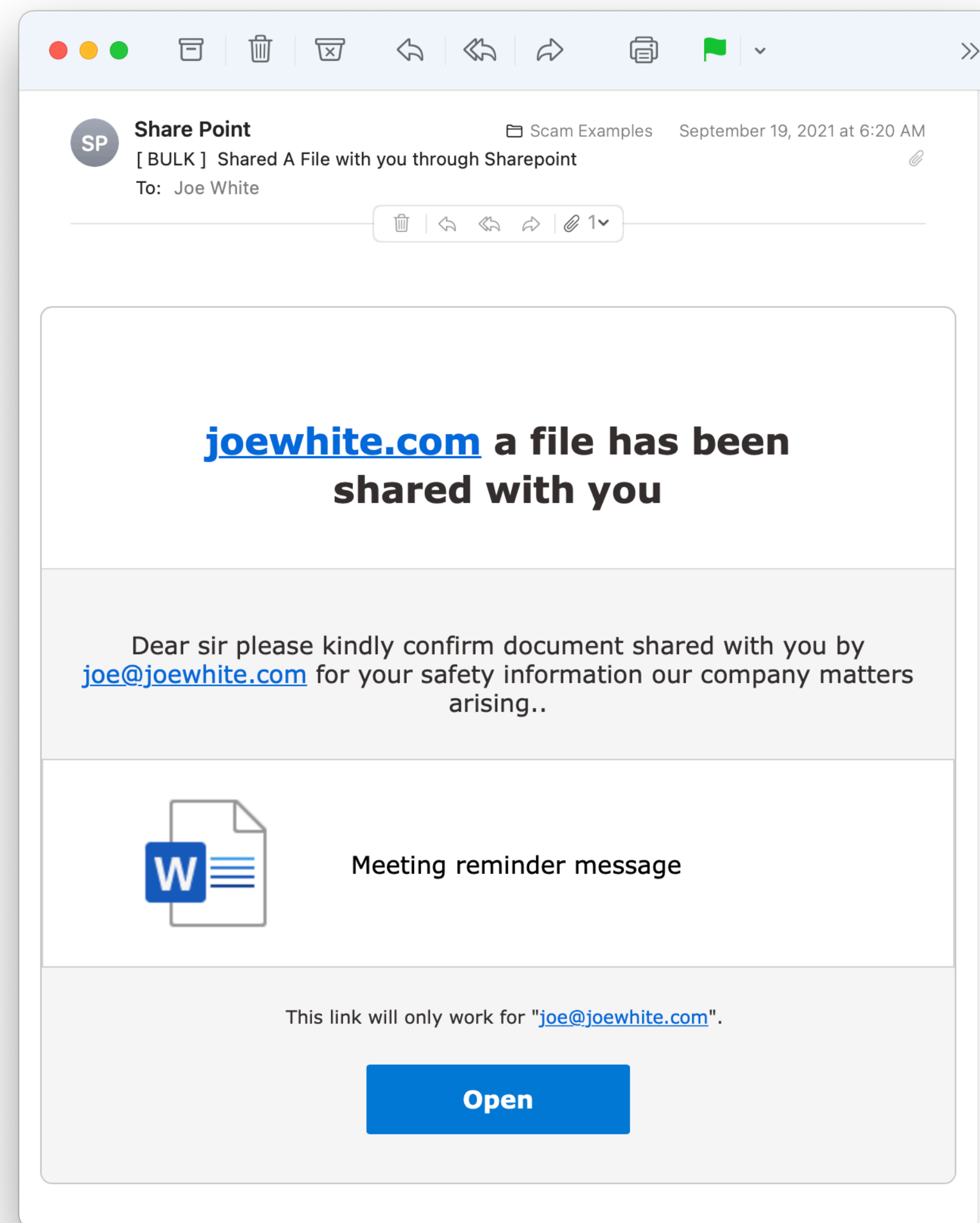
### Questions about an Invoice?

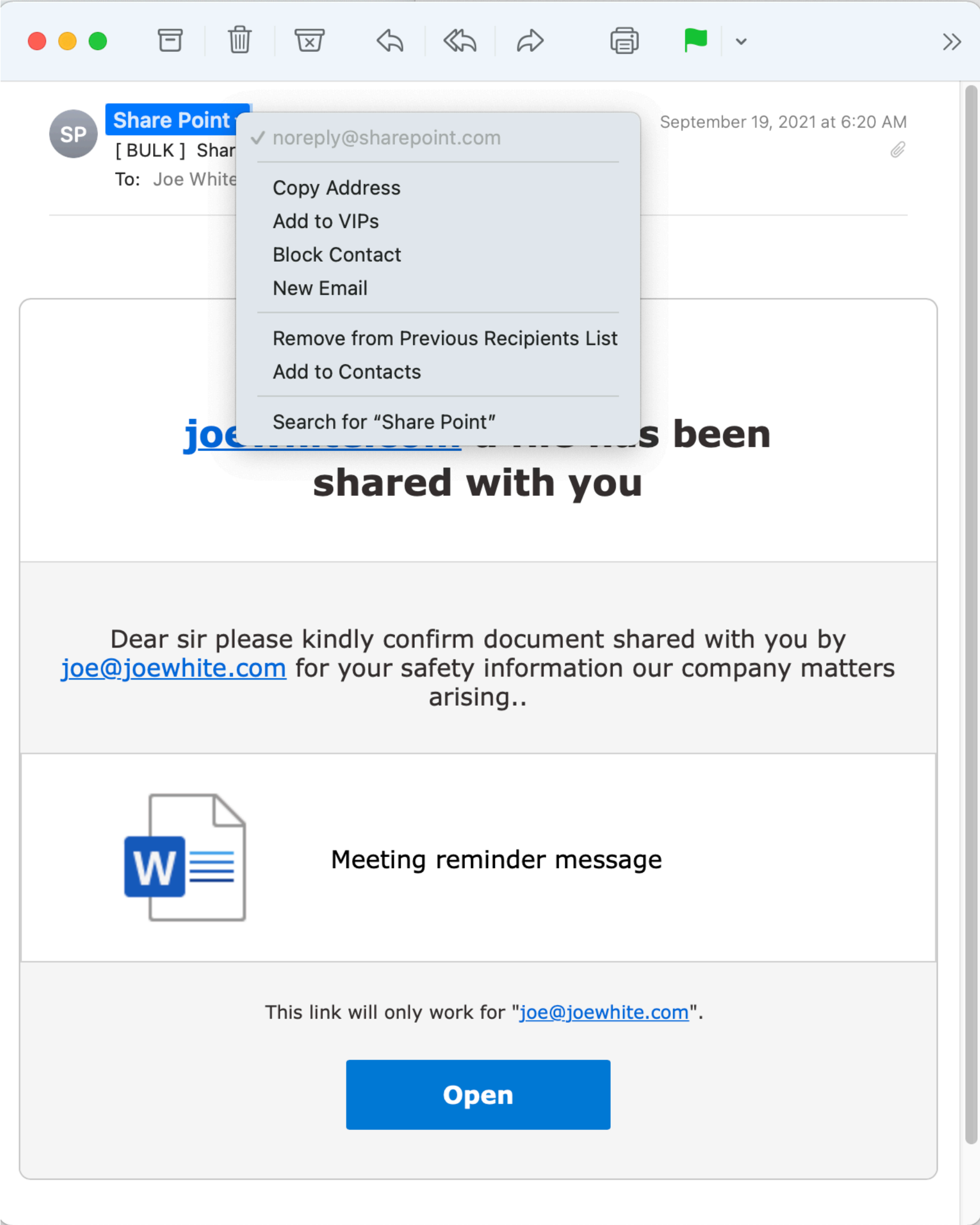
In case you need to modify the document or have questions about the details in the document











SP

Share Point

Scam Examples

September 19, 2021 at 6:20 AM

[ BULK ] Shared A File with you through Sharepoint

To: Joe White

joewhite.com

a file has been shared with you

Dear sir please kindly confirm document shared with you by [joe@joewhite.com](mailto:joe@joewhite.com) for your safety information our company matters arising..

W

Meeting reminder message

This link will only work for "[joe@joewhite.com](mailto:joe@joewhite.com)".

Open

<https://fikirilegelecek.com/wp-admin/js/sign.php?email=joe@joewhite.com>

**From:** Blake R. Barger <[brb@stllptx.com](mailto:brb@stllptx.com)>  
**Sent:** Thursday, September 29, 2022 12:54 PM  
**To:** Blake R. Barger <[brb@stllptx.com](mailto:brb@stllptx.com)>  
**Subject:** BRB

This is a secure message from Blake.

Please click here to [read your message](#).  
or request the sender to re-send the message if you having  
trouble opening it.

If you received this message, then you are the intended  
recipient of this message.

More Info

:


Secured by Proofpoint Encryption, Copyright © 2009-2019 Proofpoint, Inc. All rights reserved.

**--BRB**  
979-312-9662



**From:** Blake R. Barger <[brb@stllptx.com](mailto:brb@stllptx.com)>  
**Sent:** Thursday, September 29, 2022 12:54 PM  
**To:** Blake R. Barger <[brb@stllptx.com](mailto:brb@stllptx.com)>  
**Subject:** BRB

This is a secure message from Blake.

Please click here to [read your message](#)   
or request the sender to ~~re-send the message~~ if you having  
trouble opening it. <https://safemail.roykline.com/>

If you received this message, then you are the intended  
recipient of this message.

More Info

:

Secured by Proofpoint Encryption, Copyright © 2009-2019 Proofpoint, Inc. All rights reserved.

**--BRB**  
979-312-9662



**Online Fraud**  
New Notification  
To: Joe White

Scam Examples September 26, 2022 at 10:20 PM



## WELLS FARGO

**Dear Customer:**

**We're are letting you know we've detected an unusual activity on your card card on 9/27/2022 3:18:57 AM EST which may result to the closure of your account and card**

**to ensure safety and continuous use of your card, please [Click here To Process](#)**

**Note: Therefore we have placed a security hold on your online access to provide better security for your protection.**

**Your security is our 1st priority, Thank you for being a valued client.**

**Sincerely,**

**Online Banking Team**

**Please do not reply to this automated email.**

**2386-148-af0e-2eIBAjQBp8-a2656bd3\_aTWc1k4jiA\_7f41-14c**

OF

Online Fraud

New Notification

To: Joe White

✓ Noreply.hg7riJ53q9SYN@online.de

Copy Address

Add to VIPs

Block Contact

New Email

Add to Contacts

Search for "Online Fraud"

Scam Examples

September 26, 2022 at 10:20 PM

WE

Dear Customer,

**We're are letting you know we've detected an unusual activity on your card card on 9/27/2022 3:18:57 AM EST which may result to the closure of your account and card**

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**Online Banking Team**

**Please do not reply to this automated email.**

**2386-148-af0e-2eIBAjqBp8-a2656bd3\_aTWc1k4jiA\_7f41-14c**



Online Fraud ▾

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Scam Examples

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<https://s.id/1iZuR>

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Online Banking Team

Please do not reply to this automated email.

2386-148-af0e-2e1BAjQBp8-a2656bd3\_aTWc1k4jiA\_7f41-14c





**Info Post Oak ER**

[ BULK ] Reesuullts

To: Joe White

Scam Examples

September 30, 2022 at 7:49 AM

Hi,  
I want to remove a set of paragraphs from this contract:

<https://corretoramoreira.com.br/itsb/rotecuapri>

pass: U492

Check please!

Thank you!

Joe Carl White  
Singer, Consultant, Humanitarian

On May 9, 2021, at 6:37 PM, Info Post Oak ER wrote:

Please see attached.

Thank you!

Sent from for Windows 10

<BRNB422001FAF3E\_0000000640.pdf>



Your Subscription with **GEEK SQUAD** will Renew Today and **\$339.99** is about to be Debited from your account by Today. The Debited Amount will be reflected within the next 24hrs. In case of any further clarifications or block the auto-renewal service please reach out to our Customer Help Center **+1 (888) 232-4059**

Customer ID: 927863

Ref No: A875D3-X08278

Description: Geek Squad Best Buy Service (One Year Subscription)

**Subtotal: \$339.99**

Sales Tax: \$0.00

**Total: \$339.99**

If you didn't authorize this Charge, you have 24 Hrs. To cancel & get an instant refund of your annual subscription, please contact our customer care: **+1 (888) 232-4059**

Please do not reply to this email. This mailbox is not monitored, and you will not receive a response.

Thanks and regards ,  
BEST BUY  
**GEEK SQUAD RENEWAL TEAM .**  
Customer support : **+1 (888) 232-4059**



☆

TA

Troy Allen

✓

troyallen2646@gmail.com

Your Subscription

To: undisclosed

Scam Examples

September 30, 2022 at 4:39 PM

Will Activate Tomorrow.

Details

Copy Address

Add to VIPs


Block Contact

New Email

Add to Contacts

Search for "Troy Allen"

Hello User.



DATE : 09-30-2022

Your Subscription with **GEEK SQUAD** will Renew Today and **\$339.99** is about to be Debited from your account by Today. The Debited Amount will be reflected within the next 24hrs. In case of any further clarifications or block the auto-renewal service please reach out to our Customer Help Center **+1 (888) 232-4059**

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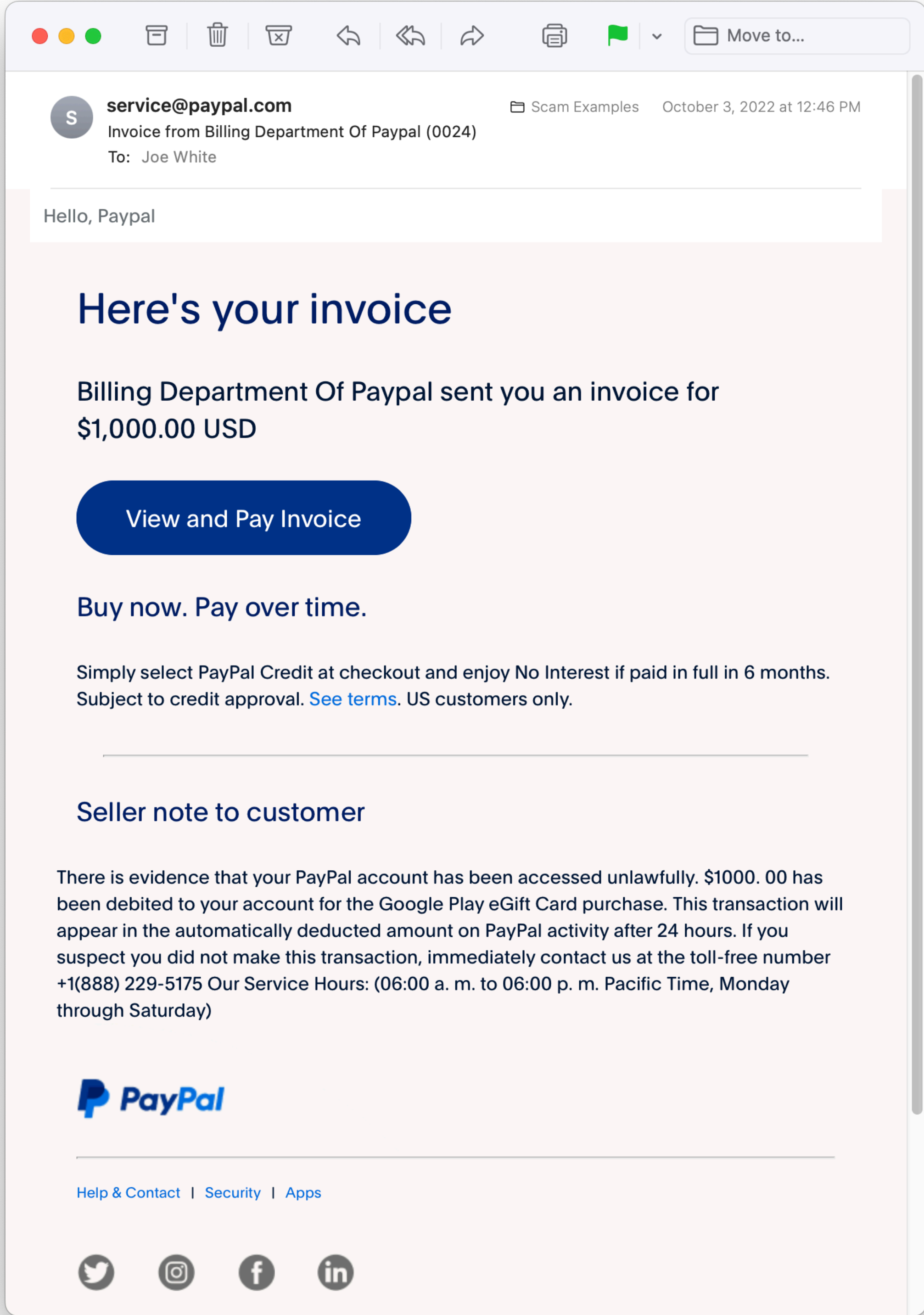
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Total: **\$339.99**

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Please do not reply to this email. This mailbox is not monitored, and you will not receive a response.

Thanks and regards ,  
BEST BUY  
**GEEK SQUAD RENEWAL TEAM .**  
Customer support : **+1 (888) 232-4059**



service@paypal.com

Invoice from Billing Department Of Paypal (0024)

To: Joe White

Scam Examples

October 3, 2022 at 12:46 PM

Hello, Paypal

# Here's your invoice

Billing Department Of Paypal sent you an invoice for \$1,000.00 USD

View and Pay Invoice

Buy now. Pay over time.

Simply select PayPal Credit at checkout and enjoy No Interest if paid in full in 6 months. Subject to credit approval. [See terms](#). US customers only.

## Seller note to customer

There is evidence that your PayPal account has been accessed unlawfully. \$1000. 00 has been debited to your account for the Google Play eGift Card purchase. This transaction will appear in the automatically deducted amount on PayPal activity after 24 hours. If you suspect you did not make this transaction, immediately contact us at the toll-free number +1(888) 229-5175 Our Service Hours: (06:00 a. m. to 06:00 p. m. Pacific Time, Monday through Saturday)



[Help & Contact](#) | [Security](#) | [Apps](#)





service@paypal.com

Invoice from Billing Department

To: Joe White

✓ service@paypal.com

Copy Address

Add to VIPs

Block Contact

New Email

Remove from Previous Recipients List

Add to Contacts

Search for "service@paypal.com"

October 3, 2022 at 12:46 PM

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[Help & Contact](#) | [Security](#) | [Apps](#)







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View and Pay Invoice

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Simply select PayPal Credit at checkout. Pay over 12 months.  
Subject to credit approval. [See terms](#)

https://www.paypal.com/invoice/payerView/details/INV2-HPKT-CT8G-A9PK-H8DN?locale.x=en\_US&v=1&utm\_source=unp&utm\_medium=email&utm\_campaign=RT000238&utm\_unptid=36515490-4343-11ed-b255-3cfdfeee150c&ppid=RT000238&cnac=US&rsta=en\_US%28en-US%29&cust=&unptid=36515490-4343-11ed-b255-3cfdfeee150c&calc=f59338197b0c3&unp\_tpcid=invoice-buyer-notification&page=main%3Aemail%3ART000238&pgrp=main%3Aemail&e=cl&mchn=em&s=ci&mail=sys&appVersion=1.116.0&xt=104038%2C124817

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# Rule #3: Avoid Getting Phished

**Social engineering, not hacks, lead to most compromised accounts**

- “Phishing” emails attempt to get you to reveal your credentials.
- Mimic look of legitimate correspondence, but usually look a little ‘off’.
- Often include words to engender a sense of urgency.
- Need to update your email, a legal document you have to sign, a receipt that lacks detail in many aspects but a clear way to cancel, &c.
- Check the action item carefully.
- <https://website.com/somerandomthings> is legitimate;  
<https://website.com-somerandomthings.bg/somerandomthings> is not.
- If still in doubt, call the company or go to your web browser and enter the site directly.



# Rule #4: Update Boldly; Upgrade Warily

**Broadly, the former fix things, while the latter might break things.**

- Updates are minor changes in an operating system or a program.
- Upgrades are major changes usually introducing new features or a total reworking of the software.
- Updates are released sporadically, and can be set to install automatically.
- Upgrades are released to great hoopla in a longer timeframe, and require user intervention (and possibly additional fees) to install.
- Install an upgrade when there are new features you want...and after it has had its .1 update.

# Rule #5: Don't Do That!

## Miscellaneous things to avoid

- Don't call numbers that appear in pop-ups warning your computer is infected/compromised/&c. It is a scam.
- Don't believe pop-ups that say your computer is infected/compromised/slow and to download X now to fix. It is a scam.
- Don't believe calls from Apple Support/Windows Support/Microsoft/IRS/Social Security. It is a scam.
- Don't believe calls/texts from friend/grandchild who has been picked up by the police/mugged in a foreign country and needs help. It is a scam.

# Rule #5: Don't Do That!

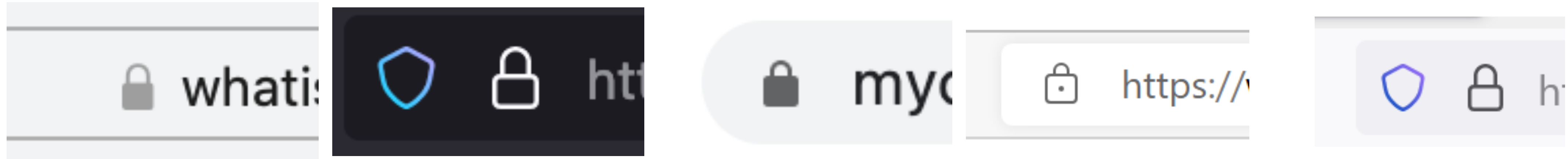
## Miscellaneous things to avoid

- Don't believe emails that say they have your password and video of you misbehaving. It is a scam.
- Don't believe emails that require you to enter your username and password to see an attachment. It is a scam.
- Don't click on "Unsubscribe" in a email that is advertising Viagra or from an outfit with whom you've never dealt or that is in another language. It will only get you on more spam lists.
- Don't install programs or extensions or add-ons from outside your platform's official source unless you have a Very Good Reason and you know exactly what it does and trust the source you are clicking with all of your life's information.

# Rule #5: Don't Do That!

## Miscellaneous things to avoid

- Don't trust sites that are missing the lock icon in the address bar:



- Don't share anything in an email or chat that you would not want to see in the news or shared with your family, friends, and coworkers.
- Don't repost something you have not verified. When you share a lie, you are the liar.

# Rule #6: Pursue Enlightenment

One More Do

- When in doubt, ASK!
- [help@joewhite.com](mailto:help@joewhite.com)