

資料備份

Data Backup

為防止電腦受病毒感染而失去重要的資料，請您定期備份電腦內的重要資料到下述的備份資料夾或外置儲存設備。

To avoid important data loss when computer gets infected with computer virus, please backup important data periodically to the backup folder mentioned below or external device.

資訊及通訊科技部已在其提供的電腦上裝有Uranium 備份軟件。

Uranium backup software is installed on the computer issued by Information and Communication Technology Office.

- 備份資料夾位於 \\pcdatabk\backupfolder
The Backup Folder is located at \\pcdatabk\backupfolder
- 職員預設的資料備份容量為50GB
The default backup data for each staff is 50 GB

如何使用

Getting Started



1. 點擊工具列上的「Uranium」圖示以啟動備份軟件；
Please open the backup software by clicking "Uranium" icon on Windows task bar,
2. 啟動後，您可以看到預設的備份設置、備份數據、警報和日誌；
After opened, you can see the Default Backup Settings, Backup Data, Alerts and Logs,
3. 您也可以修改一些備份設置；
You can also do some modification on Backup Settings,
4. 詳情請參閱資訊及通訊科技部知識庫中的「個人電腦資料備份服務」類別。
For more details, please visit the category of "PC Data Backup" in ICTO Knowledge Base.



QR編碼
QR Code



網址
Webpage

<http://icto.umac.mo/data-sharing-storage/pc-data-backup/>



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

資訊保安及資料備份

IT Security and Data Backup

資訊及通訊科技部
Information and Communication
Technology Office



資訊保安 IT Security

為提升用戶對資訊保安及資料備份的意識，資訊及通訊科技部準備了以下的小貼士：

In order to increase users' awareness regarding IT security and data backup, Information and Communication Technology Office prepared following tips:



慎防病毒和惡意軟件 Be aware of virus and malicious software

病毒與惡意軟件的攻擊近年日漸增加。它們會刪除您電腦裏的資料甚至禁止您使用電腦內的某些軟件或資料。手機亦是電腦的一種。因此，為自己安裝合適及有效的防毒和防惡意程式軟件是非常重要的。

Virus and malicious software attacks are increasing in recent years. They may delete your data and even prohibit you from using some software or data in the computer. Mobile phone is one kind of computer. Therefore, it is important to install appropriate and effective anti-virus and anti-malware software.

澳門大學為師生提供家用及 Android 防毒軟件的使用權。您可透過資訊及通訊科技部網頁申請一個 License 用戶名和 License 密碼。

UM provides a home license and Android anti-virus license for students and staff. User can apply for a set of License Username and License Password via ICTO website.

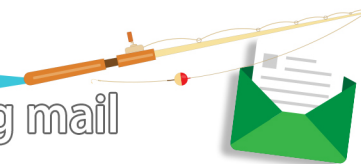
網頁
Webpage <http://icto.umac.mo/information-security/anti-virus/>

QR編碼
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切勿回應詐騙電郵

DO NOT RESPOND to phishing mail



超過90%有目標的惡意攻擊都是由電郵入手，犯罪份子會偽造逼真的虛假電郵，誘導您打開連結、開啟附件、或輸入您的認證資料。犯罪份子使用詐騙電郵的攻擊方式層出不窮，所以當您收到含有附件的可疑電郵時，請勿隨便開啟和回覆。

Over 90% of targeted attacks start with email. Criminals create very convincing emails to trick you into clicking on a link, opening an attachment, or replying with your credentials. The attack methods criminals employ with phishing emails are constantly changing and so when you receive suspicious emails from stranger with an attachment, please DO NOT OPEN and DO NOT RESPOND casually.

定期更改密碼

Change password periodically



為免您的帳戶被入侵，資訊及通訊科技部強烈建議您定期更改密碼。
To avoid user account being attacked, ICTO strongly recommends you to change your password periodically.

如何設置難以破解的密碼？

How to setup a complex password?

1. 密碼的長度要有八個字符或以上;
The password should contain at least 8 characters,
2. 含有至少一個大寫、一個小寫英文字母、一個數字及一個特殊符號 (如“! \$ %”等);
Use upper and lower-case letter, number and special character e.g. “! \$ %”,
3. 選用沒有意義的組合。例如不要使用生日、身份證號碼、姓名等具特別含意的密碼。
Use meaningless password. Avoid using meaningful password such as your birthday, ID number, or name, etc.