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# 防範社交工程 OUTLOOK設定篇

電算中心 網路組

2017/06/15(四)

# 預防社交工程攻擊(第三招)

- 強化郵件軟體設定
  - 關閉郵件自動預覽
  - 關閉自動下載圖片
  - 不要自動回覆讀信回條
  - 設定以純文字格式讀取郵件

# 預防社交工程攻擊(關閉郵件自動預覽)

Microsoft Outlook 2010 為例

The screenshot shows the Microsoft Outlook 2010 interface with four numbered steps highlighted in yellow boxes:

- ① 選擇收件匣**: Select the 'Inbox' folder in the left-hand navigation pane under 'Outlook 資料檔'.
- ② 選擇工具列上"檢視"功能**: Click the 'View' tab in the ribbon at the top.
- ③ 選擇讀取窗格**: Click the 'Read Pane' button in the ribbon, which opens a context menu.
- ④ 選擇關閉**: Select the '關閉(O)' option from the context menu.

The context menu for the 'Read Pane' button shows the following options: 右(R), 下(B), and 關閉(O). The main window displays the 'Inbox' folder selected, with a search bar and a message list area that currently shows '在此檢視下，沒有項目顯示。' (No items are displayed in this view).

# 預防社交工程攻擊(關閉自動下載圖片)

Microsoft Outlook 2010 為例

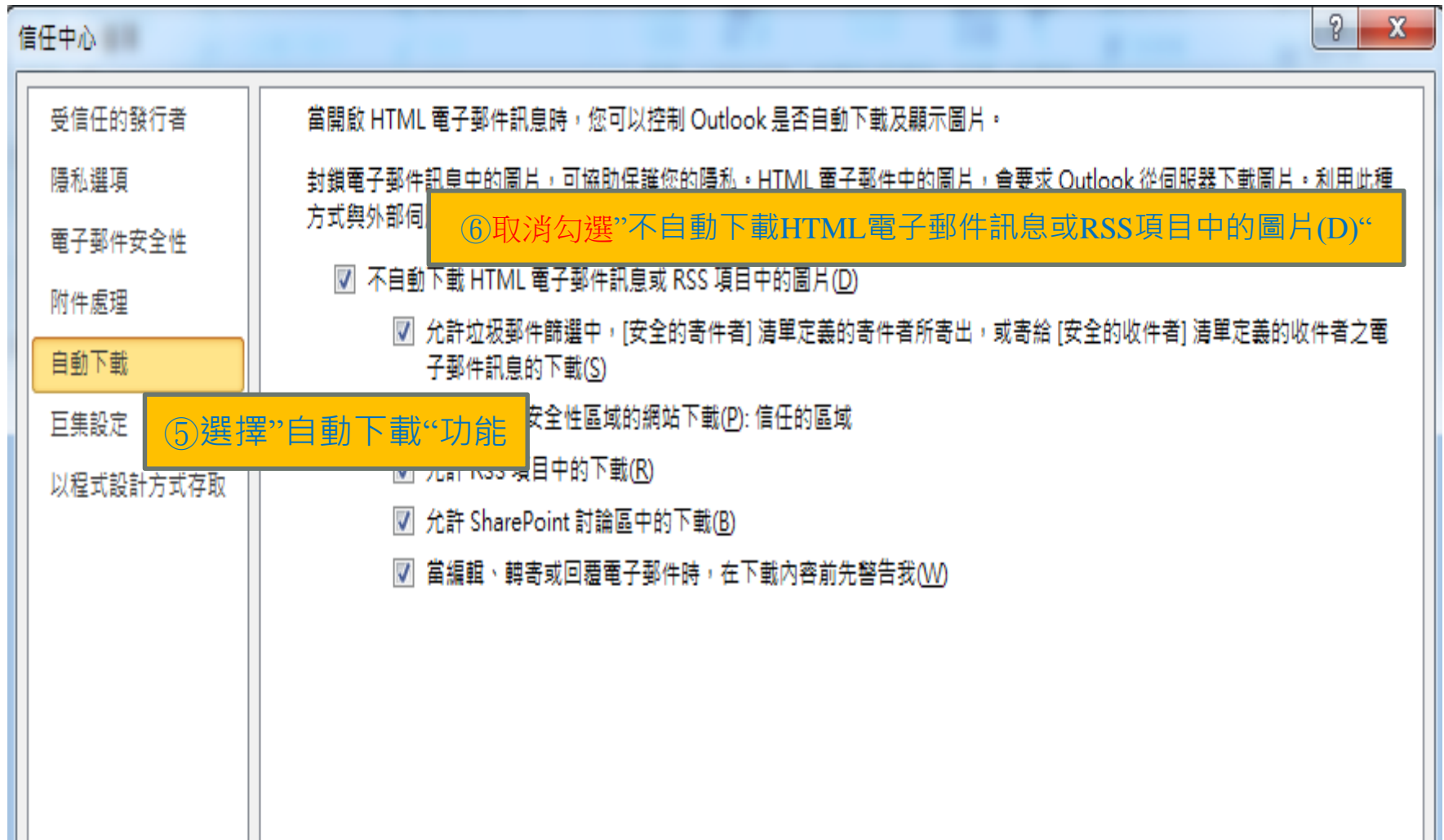
The image shows the Microsoft Outlook 2010 interface with several steps highlighted by yellow callouts:

- ① 選擇工具列上“檔案”功能**: The "檔案" (File) tab is selected in the ribbon.
- ② 選擇“選項”功能**: The "選項" (Options) button is selected in the ribbon.
- ③ 選擇“信任中心”功能**: The "信任中心" (Trust Center) option is selected in the left-hand menu of the Outlook Options dialog box.
- ④ 選擇“信任中心設定”功能**: The "信任中心設定" (Trust Center Settings) button is selected in the Trust Center section of the Outlook Options dialog box.

The Outlook Options dialog box is open, showing the "信任中心" (Trust Center) section. The "信任中心設定" (Trust Center Settings) button is highlighted. The "Microsoft Outlook 信任中心" (Microsoft Outlook Trust Center) section is expanded, showing the "信任中心包含安全性和隱私權設定。這些設定將協助您保持電腦的安全性，我們建議您不要變更這些設定。" (The Trust Center contains security and privacy settings. These settings will help you keep your computer secure. We recommend that you do not change these settings.)

# 預防社交工程攻擊(關閉自動下載圖片)

Microsoft Outlook 2010 為例



# 預防社交工程攻擊(以純文字讀取郵件)

Microsoft Outlook 2010 為例



# 預防社交工程攻擊(不要傳送讀信回條)

Microsoft Outlook 2010 為例

The screenshot shows the Microsoft Outlook 2010 interface with the 'Outlook 選項' (Outlook Options) dialog box open. The dialog box is divided into several tabs, with the '郵件' (Mail) tab selected. The '追蹤' (Tracking) section is expanded, showing options for sending and receiving read receipts. Annotations in yellow boxes highlight the steps to prevent read receipts:

- ① 選擇工具列上“檔案”功能**: Points to the '檔案' (File) tab in the Outlook ribbon.
- ② 選擇“選項”功能**: Points to the '選項' (Options) button in the Outlook ribbon.
- ③ 選擇“郵件”功能**: Points to the '郵件' (Mail) tab in the Outlook Options dialog box.
- ④ 選擇“不要傳送讀信回條”**: Points to the '不要傳送讀信回條(N)' (Do not send read receipts) radio button option under the heading '對於任何含有索取讀信回條的已收到郵件:' (For any received messages that request read receipts:).

Additional text in the dialog box includes:

- 並非所有電子郵件伺服器 and 應用程式都支援傳送回條的功能 (Not all email servers and applications support the ability to send read receipts).
- 對於所有送出的郵件、邀請: (For all outgoing messages, invitations:)
- 確認郵件已送達收件者電子郵件伺服器的送達回條(V) (Confirm that the message was delivered to the recipient's email server (V))
- 確認收件者已檢視郵件的讀信回條(R) (Confirm that the recipient has viewed the message (R))
- 對於任何含有索取讀信回條的已收到郵件: (For any received messages that request read receipts:)
- 永遠傳送讀信回條(A) (Always send read receipts (A))
- 不要傳送讀信回條(N) (Do not send read receipts (N))
- 每次詢問是否要傳送讀信回條(M) (Ask me each time whether to send read receipts (M))
- 自動處理會議邀請及會議邀請和輪詢的回覆(O) (Automatically process meeting invitations and meeting invitations and polls (O))
- 自動更新回條資訊的原始信件(E) (Automatically update the original message with read receipt information (E))
- 更新追蹤資訊，並刪除不含註解的回覆(U) (Update tracking information and delete replies without annotations (U))
- 更新追蹤資訊後，將回條移到: (After updating tracking information, move read receipts to:)
- 刪除的郵件 (Deleted items)
- 瀏覽(B)... (Browse (B)...) (Note: The image shows '瀏覽(B)...' instead of '瀏覽(B)')

# 關閉下載圖片

Gmail 為例

【設定】 / 【一般設定】 / 【顯示外部圖片時，必須先詢問我】 / 【儲存變更】

The screenshot shows the Gmail settings interface. At the top, there are navigation tabs: 一般設定 (General), 標籤 (Labels), 收件匣 (Inbox), 帳戶 (Accounts), 篩選器和封鎖的地址 (Filters and Blocked Addresses), 轉寄和 POP/IMAP (Forwarding and POP/IMAP), 即時通訊 (Instant Messaging), and 研究室 (Gmail Labs). The '一般設定' tab is selected. On the left, there is a sidebar with options: 顯示密度 (Display density) with sub-options 標準 (Standard), 適中 (Medium), and 密集 (Dense); 設定收件匣 (Set up inbox); 設定 (Settings), which is highlighted; and 說明 (Help). The main content area is titled '圖片' (Images). It contains two radio button options: '一律顯示外部圖片 - 瞭解詳情' (Always show external images - Learn more) and '顯示外部圖片時，必須先詢問我' (Ask me before displaying external images). The second option is selected. At the bottom, there are two buttons: '儲存變更' (Save changes) and '取消' (Cancel). Four yellow callout boxes with black text provide step-by-step instructions: ① 選擇“設定”功能 (Select the 'Settings' function), ② 選擇“一般設定”功能 (Select the 'General' function), ③ 選擇“顯示外部圖片時，必須先詢問我”功能 (Select the 'Ask me before displaying external images' function), and ④ 選擇“儲存變更” (Select 'Save changes').

② 選擇“一般設定”功能

一般設定 標籤 收件匣 帳戶 篩選器和封鎖的地址 轉寄和 POP/IMAP 即時通訊 研究室

顯示密度：

- ✓ 標準
- 適中
- 密集

設定收件匣

設定 說明

① 選擇“設定”功能

圖片：

- 一律顯示外部圖片 - 瞭解詳情
- 顯示外部圖片時，必須先詢問我

③ 選擇“顯示外部圖片時，必須先詢問我”功能

④ 選擇“儲存變更”

儲存變更 取消



# 關閉預覽視窗

Gmail 為例

【設定】 / 【研究室】 / 【預覽窗格→停用】 / 【儲存變更】

The screenshot shows the Gmail settings interface. At the top, there are navigation tabs: 一般設定, 標籤, 收件匣, 帳戶, 篩選器和封鎖的地址, 轉寄和 POP/IMAP, 即時通訊, and 研究室. The '研究室' (Advanced) tab is selected. On the left, there is a sidebar with options: 顯示密度 (Standard, Medium, Compact), 設定收件匣, 設定, and 說明. The '設定' (Settings) option is highlighted. In the main content area, the '預覽窗格' (Preview pane) section is visible, with the '停用' (Off) radio button selected. Below this, there are '儲存變更' (Save changes) and '取消' (Cancel) buttons. Four yellow callout boxes with black text provide step-by-step instructions: ① 選擇“設定”功能 (Select 'Settings' function), ② 選擇“研究室”功能 (Select 'Advanced' function), ③ 選擇“預覽窗格”→“停用” (Select 'Preview pane' → 'Off'), and ④ 選擇“儲存變更” (Select 'Save changes').

② 選擇“研究室”功能

③ 選擇“預覽窗格”→“停用”

① 選擇“設定”功能

④ 選擇“儲存變更”