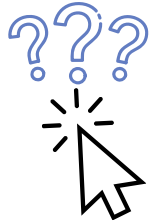


# EMAIL >>> Safety Tips

A single careless click  
can expose your  
sensitive information.  
Think before you click!



Change your passwords often! Use strong ones & never share them!



Be aware of files and attachments. Do not open unless you know who it is from.



Be aware of links embedded in emails, they may take you to infected/phishing sites.



Update your computer system & antivirus software regularly.



Only share your email address with reliable resources. Do not post it on public websites or forums.



Be sure to log out of your email program.



## Phishing emails...

- Contain threats
- Request personal info
- Use words like URGENT
- Have forged email addresses
- Have poor grammar & writing

## DELETE THEM



Reputable businesses will not ask for personal information in an email message.

*Tip: Hover your mouse over an email or web address to see if it looks legitimate.*



Sending to a large group? Use the **BCC** (Blind Carbon Copy) feature of your email program. For privacy reasons, as well as security.

## EMAIL ETIQUETTE TIPS:

- Before hitting "Reply All" consider if it is necessary.
- Use the subject line effectively
- Use proper greetings, spelling & grammar
- All capitals is considered shouting
- Be sure when sending, receiver knows who the email is from. (Signature)