

EMAIL SECURITY BEST PRACTICES

With the uptick of ransomware infections that are often instigated through emails, it's crucial to take proactive measures that help protect yourself and your organization's security. Here's a quick top ten list for how to keep online bad guys out of your inbox.



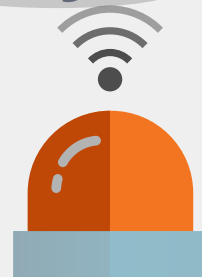
1 Don't trust the display name of who the email is from.

Often phishing emails will appear to come from a senior employee from your company or organization. Be sure to look at the email address to confirm the true sender.



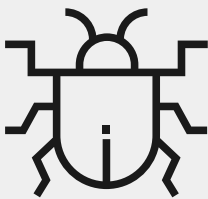
6 Beware of urgency.

Phishing emails might try are often written with aggressive urgency to get you to respond in a panic before you even think of it.



2 Look, but don't click.

Hover or mouseover links with your cursor will show you the real website address that the link will take you to. If the link looks strange or doesn't match what the link description says, don't click on it.



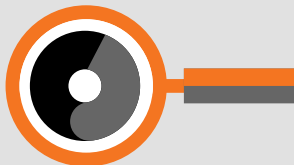
7 Use password best practices.

Don't use birthdays, kids or pet names. Do use a different password for each account. Don't keep your passwords written on a post-it under your keyboard!



3 Check for spelling errors.

Attackers aren't always concerned about spelling or being grammatically correct.



8 Use caution with attachments.

Before opening any attachments you are not expecting, make sure to verify the sender. Hackers use enticing tricks such as naming items "invoice", "RFP", and legitimate sounding names.



4 Beware when asked to provide personal information.

Phishing emails will often ask for passwords or other confidential information for "security purposes."



9 Carefully check website addresses.

Website addresses that look almost identical to the real thing, but are slightly different. Example are: www.faceb00k.com vs. www.facebook.com
www.twiter.com vs. www.twitter.com
amazon.warehouse.com vs www.amazon.com



5 Make passwords loonger.

The latest on passwords is that it's not about the frequency of changing them, but the length of the password that matters. Use 3 or 4 words together to make your password at least 21 characters long.



10 Don't believe everything you see.

If something seems slightly off, it is better to be safe than sorry. Make sure to report it to your IT department for verification.



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