

## 10 Email Safety Tips

1. Don't open emails from people that you don't know.
2. Don't open attachments unless you know you are expecting a file from the person who sent the email.
3. Use a spam filter.
4. Use an email scanner.
5. Use a good Anti-Virus program.
6. Don't accept resumes or other files from people you don't know via email.
7. Use a paid email account instead of an ad supported email account like most Internet Service Providers give you for free.
8. Use a good password for your email account.
9. Don't click on links contained in emails. Go directly to the site using your browser.
10. Pay close attention to the email address of the sender.

If you need help or have questions about Email Safety, contact us using the information at the bottom of this page.

