

Email Security Checklist

By Lauren Meir

☐ Account Filters

- ☐ **Modify your account settings to filter spam** Email service providers vary, but reputable webmail services will automatically filter known spammers. If you want even more control, you can change your privacy settings by clicking on the account profile or settings icon, and follow the links listed.
- ☐ **Only Receive Email from Approved Senders** If you don't want to receive email from anyone outside work or family contacts, you can modify your email, and the rest will go to trash. Just be sure to check your trash folder periodically to ensure you don't miss important emails from any new contacts.
- ☐ **Verify Sender Response** You can set up your email to block spammers by sending an automatic verify email notification to senders not on your contact list. The sender will have to verify their email address by clicking on a link.
- ☐ **Block Sender** You can block any sender you don't recognize or have received unsolicited emails from in the past.
- ☐ **Unsubscribe** If you do receive Spam, click the unsubscribe link at the bottom of the junk email.

☐ Scam Prevention

- ☐ **Avoid "Phishing" Scams** Phishing is a scheme used by scammers posing as legitimate companies in order to gain access to your personal account information. If you receive an email from a company or retailer requesting your password due to an account problem, contact the company immediately for verification.
- ☐ **Beware of Suspicious Subject Lines** ;Strange symbols in the subject line, bizarre phrases, or statements claiming you've won a prize or free product may indicate a scam or virus. Trash and block the sender.
- ☐ **Be Cautious of Odd Emails from Contacts** If you get an email with a suspicious subject line ;from a contact on your list, ;it's best to trash the item and respond to your contact personally. Often when email accounts are hacked, spam emails are sent to everyone on the user's contact list. ; ;If you suspect this has happened, notify your contact immediately.
- ☐ **Be Wary of Attachments** Never open attachments from ;unsolicited ;or unrecognized senders. Never open any attachments with the .exe as an extension, as this may be a virus that can destroy your computer. Trash the email immediately and block the sender.

☐ Send Securely

- ☐ **Verify Email Addresses** Ensure you are sending all emails and attachments to your intended recipients; double check the correct email addresses before hitting send.
- ☐ **Avoid Sending Personal Data** Bank account information, social security and credit card numbers should never be sent via email.
- ☐ **Send Sensitive Information Safely** If you must send sensitive documents, compress it into a zip file or other format and require a password in order for the recipient to access the information.