

Gmail security checklist

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- ☐ Email security
 - ☐ Use different passwords for your email accounts, Google Docs, and other online access; This means you shouldn't reuse a password.
 - ☐ Scan your computer for malware and spyware.
 - ☐ Never respond or provide personal information to any email you receive if you suspect that it is an Internet phishing scam.
 - ☐ Remember: organizations will not email you and ask for your details (they already have them!).
 - ☐ Change your password periodically.
 - ☐ If you think any of your information may be compromised change the password even more frequently.
 - ☐ When changing your password, always make a point of changing it drastically, rather than just a letter or two.
 - ☐ Just remember, you can never be too careful when it comes to Internet security.