Gmail security checklist

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# Tasks:

☐ **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.**