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TIPS TO IMPROVE INTERNAL EMAIL SAFETY AT WORK:



RISKY

- If it looks risky or phishy, it probably is.
- Trust your instincts and exercise email safety.
- Take phishing seriously.
- Scrutinize the email for anything suspicious.
- Caution of any sense of urgency in an email.

EXAMINE

- Examine email carefully!
- Be wary of email attachments.
- Exercise caution with unknown emails.
- Use multifactor authentication.



AVOID

- Avoid public Wi-Fi.
- Don't use business email for personal use.
- Don't reuse passwords across accounts.
- Don't click email links.

LOG

- Log any suspicious on line activity to the IT security platform.
- Always log out when you're finished.
- Always report suspicious emails and security incidents.

