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TIPS FOR BETTER EMAIL SECURITY

Regularly check for rogue rules/filters set up in your email and change your password. Encourage your customers to also look for rules/filters in their email and change their password after signing the purchase agreement. See below for more Tips on protecting your email account:

1. Use a strong password that is more than 12 characters. A mix of numbers and upper and lowercase letters, and unique characters if allowed.

2. Don't use the same password for any of your accounts. Your email password should be different than your banking password, and should be different than your credit card password.

3. Enable multi-factor authentication on all accounts if the option is available.

4. Password protect your phone or tablet.

5. Make sure your computer is up to date with patches and is running a reputable anti-virus/malware program.

6. Create an Administrator profile on your computer and then make the profile that you use daily a "Standard user". This will help keep malware from being installed without your knowledge.

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Always be skeptical when using digital forms of communication. Ask questions and verify information

- Hover over any links to verify the URL before you click on the link.
- Make sure the sender's email address is valid. If you are reviewing an email sent from James at Amazon, their email address shouldn't be @amaz0n.com. Look for characters that don't seem to belong or strange spacing.
- Don't open attachments unless you know who they are from and that they are valid.
- You should NEVER be asked to enter your email password, except to log in to your email. Links in emails to "verify" your email password or set up an account using your email password are scams.
- If an email asks you to log in to update information and provides a link, DON'T use it. Go to the website directly and log in that way to see if anything needs to be updated/changed.

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Our industry is fast-paced. Hackers use this by sending "urgent requests" to try and lure you and/or your customers in to acting quickly without verifying the validity of the request.

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