



# Email Security

Tips to protect your Emails

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## Importance of Emails



Email is a good easy way of communication today. It is used to transfer text messages and documents between billions of people every day. It is used for fun and business. Also, email has become the fastest vehicle of spreading viruses.



## Dangers related to email systems



Intruders can enter your computer via email if you are not careful. This is mainly due to the fact that email is:

- ❖ Widely Used
- ❖ Easy to attach any type of files.
- ❖ Easy to forge an email message.



## Dangers related to email systems



- ❖ Attachments
- ❖ Spam Emails
- ❖ Chain Letters



Do you Know?

Spam and chain letters are a burden on the email system. They waste resources through their negative impact on the network traffic and data storage capacity.

# Warnings



- ❖ Change your password often and make it difficult to guess.
- ❖ Log off when done
- ❖ Don't be caught by the spammers favorite trick, "Remember Me"



## DO & DON'T



### DO:

- ❖ Use polite language in your emails.
- ❖ Scan email attachment for viruses before opening them.
- ❖ Be careful of emails from strangers.
- ❖ Delete old unwanted emails.



### DON'T:

- ❖ Don't send annoying emails.
- ❖ Avoid forwarding chain letters.
- ❖ Don't click on hyperlinks on spam emails
- ❖ Don't believe emails telling you that you have won a prize unexpectedly.

