



# Top Tips for **Safe Email Use**

## How to Stay One Step Ahead

**F** We all rely on and take email for granted - both in our work and personal lives. However, it comes with risks and it's more important than ever before that we are aware of such risks.

**Protect you and your business** from scammers and spammers and prevent becoming the victim of fraud, identity theft and other cyber crimes »

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# Don't get hooked

## 80,000

people fall for a scam every day across the world.

## Five ways to spot a fraud



**1. The spelling:** suspicious emails often have mistakes and errors.

**2. The address:** look closely at the sender's address. Does the return email match up with the sender's name?

**3. Your name's wrong:** companies you know will know your name and use it.

**4. They ask for personal information:** no reputable company will ask you for your username or password.

**5. You need to click:** always be suspicious if an email asks you to click a link or attachment.



## Five Ways to Stay Safe Online

All You Need To Know



### Always think before you act

Consider what you're being asked for and how before you share any information. Can you trust the source? Would a reputable company ask for this information?



### Be careful of links or attachments

Never click on links, or open attachments, in emails from unknown sources. Manually type in website addresses you know to be correct, rather than clicking on links.



### Only use your work email for work

Like they say, never mix business with pleasure. If your personal account is ever compromised, this could place your work systems under threat.



### Keep your accounts safe

You can reduce risk by using a strong password with upper and lower case letters, numbers and symbols. Never use the same password for different accounts.



### Carry out regular checks

It's better to be safe than sorry. Check junk or spam mail folders regularly in case a legitimate email gets through in error. Report suspicious items to your IT department.





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## The Power of Communicate Better

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For more information on email safety and how to protect yourself further, call us on

**03330 434 000**

or email

**support@communicatebetter.co.uk**

We create success stories. As an award-winning market leader, Communicate Better keeps clients up to speed with cutting edge technology, providing cost-effective solutions for growing businesses. At the heart of what we do, comes building lifelong relationships with our customers.

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