

E-Mail Safety

- If you receive an e-mail from an unknown sender, don't open it.
- If you don't need to send it via e-mail...don't.
- Never open an attachment within an email from a business, organization, or person you don't know.
- Don't reply or click links inside of spam e-mails.
- Use a spam filter.
- Anti-virus software is a must.
- Remember, when using a public computer or a computer that doesn't belong to you, log out!
- Changing your password often is essential, and be sure to use a variety of letters, numbers, and symbols.