

Using email safely



Internet Safety
Starts with **you.**



We all rely on and take email for granted – both in our work and personal lives. With mobile devices and Wi-Fi and data networks available in most places, it is also accessible 24/7, from anywhere in the country or around the world.

Unfortunately, however, email is also widely used by both scammers and spammers to, at best to spread annoying advertising content and at worst, commit individual or large-scale fraud, identity theft or other crimes. But with some straightforward precautions and vigilance, you can stay a step ahead of them.

Top tips for safe email use

- Never click on links, or open attachments, in emails from unknown sources or those which you suspect to be hoax or fraudulent.
- Get to know the tell-tale signs of fraudulent emails and make a habit of checking emails you receive.
- Don't forward or respond to emails you suspect of being fraudulent.
- Manually type in website addresses you know to be correct, rather than clicking on links, however authentic they may seem.
- In the workplace, report scam and spam emails to your IT department, who will take the appropriate action.
- Even emails which appear to have been sent by people known to you could be fraudulent, if their email account has been hacked.
- 'Unsubscribe' request links at the bottom of emails could also be fraudulent.

For more information on safe use of email, please visit www.getsafeonline.org, click 'Protecting Yourself' and select 'Viruses & Spyware'

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Get Safe Online

Get Safe Online is the UK's leading source of information and advice on online safety and security, for the public and small businesses. It is a not-for-profit, public/private sector partnership backed by a number of government departments, law enforcement agencies and leading organisations in internet security, banking and retail.

Our advice is free, authoritative, informative, impartial and easy to follow.

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