

# Ways You Can Protect Your Data:

This month we address how to Safeguard your Email accounts. Click on the topics in green for previously covered information.



# Safeguard Email Accounts



## Do

- Exercise caution when reviewing unsolicited email.
- Obtain secure storage programs to archive sensitive, private data, and documents instead of storing emails.
- Create separate email accounts specifically for financial transactions.
- Delete all emails that include financial information
- Cautiously evaluate the risk versus convenience of transferring confidential information by email.



## Don't

- DO NOT click on the links or pop-up ads in unsolicited emails, as these links may pass on viruses.