EMAIL SAFETY 101

Email is the main avenue for cyber breaches! 92% of all data losses begin over email!
Here are some tips to help you enhance your email safety:

1. **Understand your Audience:**
   - Just like tailoring your conversation to different groups of people, be mindful of who you're emailing. While it's just like chatting with friends when sharing updates and documents, exercise caution when sharing with external partners. It's best to save any sensitive information for those who really need it.

2. **Keep Your Email Secure:**
   - Use encryption features available in your email to add an extra layer of protection. This ensures that only authorized recipients can access your emails, keeping your information safe.

3. **Handle Links with Care:**
   - Be cautious when clicking on links in emails. Instead of clicking right away, take a moment to verify the sender and the link's authenticity. Copy the link and paste it into your browser to ensure that it's safe!

4. **Think Before You Click:**
   - If you receive something unexpected, like a file or a link, be cautious. Verify with the sender if it's really from them before opening it. Reporting suspicious emails by labeling as phishing or spam helps protect others from potential threats.
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5. NEVER send $$$ or passwords without absolutely knowing who you are sending information to. Verify their identity over the phone or in person and do not pay without verification of the transaction.

If you need help, ask a technology savvy person in your life. If you need help with a transaction, ask your friendly R Banker.