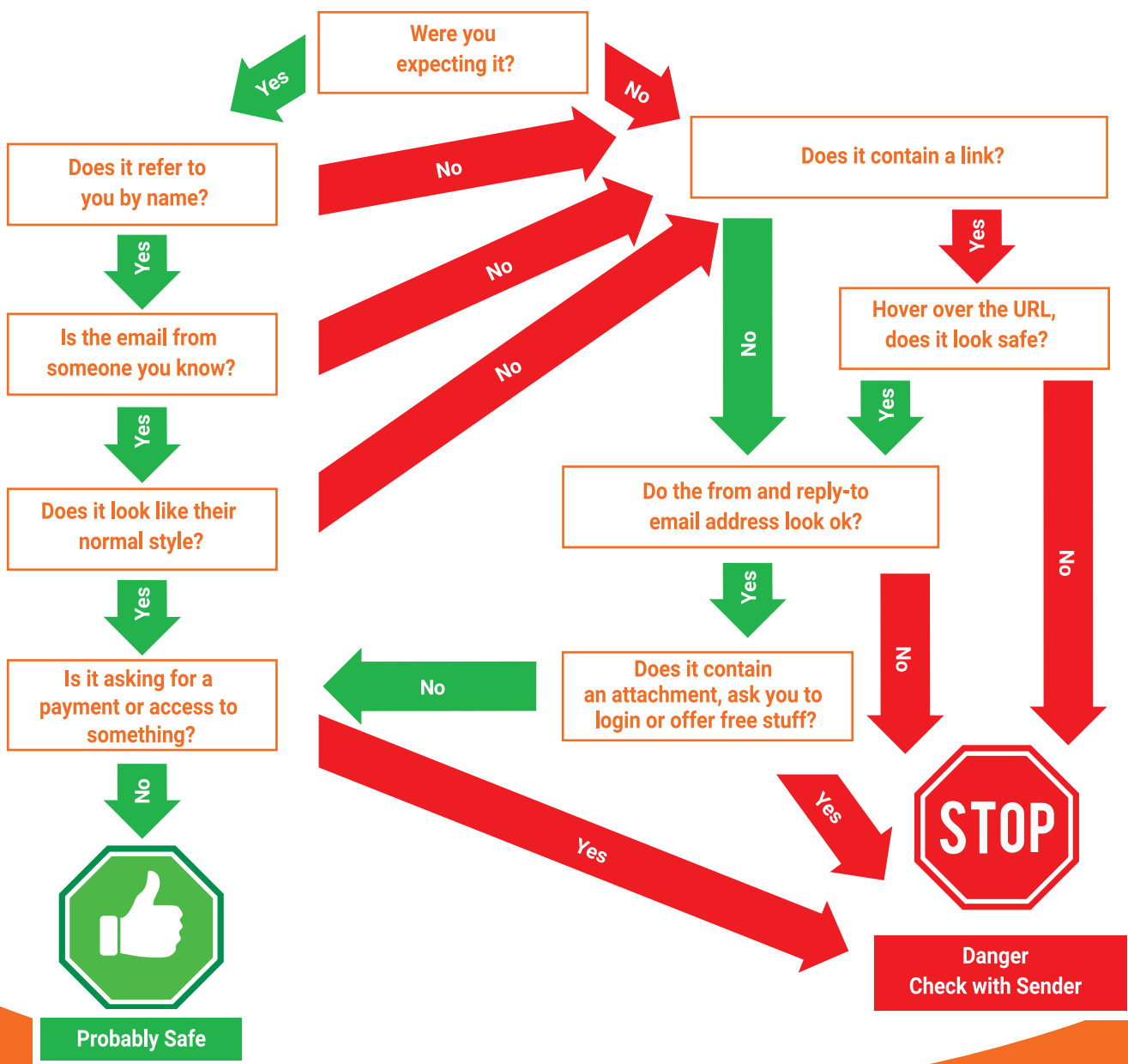


# Email - Is It Safe?



## Golden Rules

1. If in doubt NEVER click a link, open an attachment or perform an action the email asks you to
2. If an email asks you to pay money or give access - always check directly with the person first (not via email)
3. Never click a link in an email to login to a website, open the site directly in your browser
4. Only open an attachment when you know the sender and were expecting the file

## Tips

1. Closely check the From address and Reply-To address (the address it puts in a reply). Are they correct?
2. Hover over a link to see the actual address it will direct you to (this can be different to the text shown)
3. Turn-off automatic download of images in your email client otherwise hackers/spammers know you've opened their emails and will send you more

If you have any questions on this, then please contact your IT department  
 For more copies of this poster, please email us at [hello@securevirtual.com](mailto:hello@securevirtual.com)