



Protect Your Email

Most of us use email more than any other app. Our emails refer to personal relationships, our finances, travel plans and sensitive work-related subjects. Protect your email from being read and downloaded by others by following simple rules.

- **Make your email password lengthy** (12+ characters) and impossible to guess. Avoid including your name, familiar phrases or a password you've used anywhere else.
- Also **avoid using common words** within your email password such as "passwords," "credit card" and "visa."
- Keep your email password to yourself. **Never share it** with colleagues at work or even family members.
- Use software or your computer's operating system's setting that **generate passwords automatically** rather than trying to remember passwords or storing them on paper.
- **Avoid opening suspicious emails and downloading attachments.** Some can install software that records everything you type (including passwords) and relay the data back to hackers.
- Consider using **different email addresses for work, home and financial-related** emails. It's not a hassle: email software can easily be set to check multiple accounts at once.
- Do you have any **old email addresses** you don't use anymore (like, say, AOL)? Take time to log in to those accounts and delete them.
- **Avoid using public Wi-Fi.** Snoopers can read access your computer using some unsecured Wi-Fi networks.
- Automatically **lock your computer and smartphone screen** after a period of inactivity to keep others from accessing your email accounts.
- If any of your accounts gets hacked and you can't gain access to it, **change the passwords on all your other email and online bank accounts.**
- Before you **sell your computer or smartphone or dispose of an old hard drive**, completely erase the data on it. Simply moving files to the trash isn't enough.

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Sources: Technobuzz, Google,
SecurityPlanet, Panda, Avast,
anonymoushackers