

Email Best Practices

BE AWARE! BE DILIGENT!

Never Divulge Personal Information via Email!

Many scams use phishing emails designed to steal users' personal or sensitive information. They often look like legitimate emails from legitimate organizations (e.g. financial institutions or email administrators) intended to trick recipients into divulging private information, such as account usernames, passwords, account numbers, credit card information, and even SSN information.

- If you are unsure as to the credibility of a message, contact the sender by phone at a phone number printed on a letter, business card, or even by simply looking it up on a website or in the phone book.

Prevent Virus Outbreaks and Spam!

Reduce the risk of viruses and spam you by being cautious about how, when and where you use your hodges email address.

- Do not open emails from unauthorized or unknown sources, especially if email contains an attachment.
- Do not click on suspicious links.
- Contact support if you suspect a virus and are unsure how to proceed.
- Be discriminating as to where you post your email address.
- Never open suspicious unsolicited email!
- Do not use your Hodges email address to register for personal website use or personal transactions of any kind.
- Never forward chain messages including your friends or colleagues email addresses.

Handling Attachments

Email attachments consume network resources and are often the cause of virus outbreaks. They are also the easiest way to transfer files. Follow these guidelines when using attachments:

- Don't attach large files to an email. Established system limits are 10 MB.
- Save attachments to your hard drive and then delete the email message containing the attachment OR simply keep the last received email with the attachments and delete the rest of the thread containing attachments.
- Don't open unexpected attachments or those sent by unknown parties.
- When replying to an email sent with attachments, remember that using "Reply" will not resend the attachments. Using "Forward" will resend the attachments.

Protect email addresses:

- Use BCC when sending to multiple recipients. Using the BCC field will protect hide email each recipients email address from other recipients.