Keep your business safe online

Using email safely

We all rely on using email in the office. With mobile devices, WiFi and data networks available in many places, your email is accessible anywhere in the country or around the world.

However, scammers and spammers use email to spread annoying ads and to commit fraud, identity theft and other crimes. But with some simple safety habits, you can protect yourself and your company.

EMAIL TIPS

- **Never click on links or open attachments** in emails from unknown sources or those that you suspect to be a hoax or fake.
- **Don't forward or respond to emails you think might be fake.**
- **Manually type in website addresses** you know are correct, instead of clicking on links, even if they look real.
- **"Unsubscribe" links at the bottom of emails** can also be fake.

Safe and secure WiFi

If you send or receive important things online or do bank transactions, it's really important to use a secure WiFi.

WiFi TIPS

- **Never use public WiFi networks or hotspots for confidential communication** or financial transactions.
- **Public WiFi networks are often not secure** – even if you get a password from the premises. It's better to use 3G or 4G even if it's a slower connection.
- **If you use your own portable WiFi,** always use a good password to keep it safe.

Passwords

Many things online require a password. Passwords are the "key" to our online lives. That's why passwords are attractive to criminals, identity thieves and hackers.

PASSWORD TIPS

- **Always use a password for your online accounts and a PIN** to access your smartphone or tablet.
- **Choose passwords that are hard to guess or crack.** Don't use names of things or people in your personal or work life.
- **Never give your password to anyone.** If you think someone knows your password, or you think it's been stolen, change it immediately.
- **Use a different password for every website.** If you use only one password, a criminal obtaining it can get access to all your online accounts.
- **If you do write down passwords** to remember them, make sure they mean nothing to other people.
- **Don't send your passwords by email or reveal them to a caller.** No honest company will ever ask for your password. Think about using a password manager.

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