

Email

a double-edged sword

Emailing is one of the main communication channels that exist today..
However, a mistake when sending an email or a simple click on the wrong message
can turn it into a double-edged sword.

To prevent this, check your inbox and ...



Protect your email with a **strong password** (uppercase, lowercase, symbols and numbers), do not share it and change it periodically.



When you are going to use it, **avoid access if you are connected to a public Wi-Fi.**



When sending a new email, check the recipients and, if there are several, **use the hidden copy ("CCO").**



Try not to send personal information and **pay attention to the links and attachments.**



Better not to respond to chain messages. If you receive junk mail, delete it directly.