BUSINESS **OPTIMIZER**
The best tips for your office life

18 Tips for a secure email

Technology

- Use anti-virus and anti-malware software on all your devices – it doesn't have to be expensive; there are many free tools available.
- Keep that anti-virus and anti-malware software up to date – always! Regular updates are released to protect you from new threats as they emerge – if you don't use them, you leave yourself exposed.
- Run regular scans to ensure your system isn't harbouring unwanted applications or files.
- On personal machines, consider creating a virtual private network (VPN) to protect yourself from "man in the middle" attacks when you use public Wi-Fi connections.
- Use secure websites only (check for "https" rather than "http") when shopping or sharing sensitive data online.
- Keep your software and operating systems updated to the latest versions (you want to ensure you have the latest updates and security patches for those too).

People

- Educate all employees and/or family members about the risks – including how to spot a "phishing" attack.
- Don't put information in the cloud that you would mind being stolen.
- Consider each email you write as potentially a public document – don't write comments or gossip in emails you would mind being shared.
- Be wary about using "reply all" – certainly check prior threads before you forward an email... or, better still, delete earlier threads before forwarding!
- Never email while tired or angry... many an email has been typed in haste and regretted at leisure.
- Don't email or message from a shared computer – or, at least, be wary of the risk of leaving yourself logged in.

Processes

- Ensure you have liability insurance and the right security tools in place.
- Employee awareness and training is vital – make sure everyone knows and understands your policies and the risks.
- Adopt smart password practices: use different passwords for different services, change them every six months (at least), make use of auto-generation tools if you need to create stronger passwords.
- Check privacy and terms of use policies carefully when you sign up to a new service.
- For personal accounts, change your privacy settings on your apps and social networks to protect yourself from unwanted attention. If all your SnapChat connections can view your accurate location, and your Facebook contacts can see you're on holiday from the photos you are uploading, how secure does that make you?
- Add a confidentiality footnote to company emails – if nothing else, it will focus attention on your policies.