5 Tips to Keep Your Email Secure

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5 TIPS TO KEEP YOUR EMAIL SECURE

Below are some quick tips/reminders to help keep your data secure and avoid a breach:

1 USE A PASSPHRASE IN YOUR PASSWORDS

Use a memorable sentence or phrase with spaces (it counts as a special character) in your passwords. This allows you to type naturally and avoid errors when prompted for your password. It's also easier to remember. When site policies require numbers, switch out a character for a number (i.e. r0le, alm0st, th3).

2 OUT AND ABOUT

If you are traveling with your laptop – yes, even to the coffee shop – and need to make a second stop, secure your laptop in your trunk BEFORE heading out. Thieves are opportunistic and will watch for items of value being hidden if you do this in public.

3 DON'T WALK AWAY

Walking away from your computer? Before taking that step (even at home), be sure to lock your computer. Some newer keyboards, like a Logitech, have a lock button that makes it easy to hit one button, but useful shortcuts are below:
WINDOWS USERS: Windows button + L   •   MAC USERS: Control-Command-Q

4 LOCK IT UP

Use a secure licensed password/credential storage manager to save your sensitive information in a secure vault. This helps you not forget passwords while storing them securely.

5 NEVER SAVE PASSWORDS IN YOUR BROWSER

Saving passwords in your browser can lead to a compromise as it is not secure. Remember to use a password manager for both personal and work accounts. Use the plugin to make it easier to populate sensitive data into your browser.