

How to keep safe using emails



Emails are great for getting and sending information.

But it is important to keep your information safe.



This is because some people might try to do bad things with emails.

For example, some people might try to steal information from emails.

Or they might try to use someone's email account to get money.



This guide tells you some ways to keep safe when you use emails.

Some ways to keep safe when you use emails



You might use an app to open your emails. This is often easier.

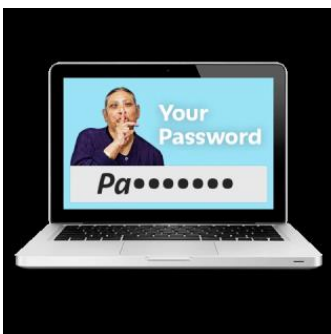
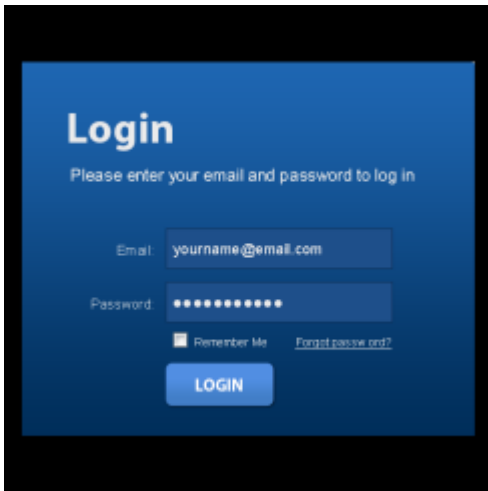
For example, you might not need to use your password with an app.

But you should still try to follow this guide to keep safe.

1. Keep your password safe

You should have a password to log into your emails.

A password is a secret word or number.



Change your password quite often. For example, every 1, 2 or 3 months.



Keep your password in a safe place.

Do not share your password with anyone.

2. Do not open things in the email



Sometimes there are things to click on in an email.

Like a link to a website or a document to open.

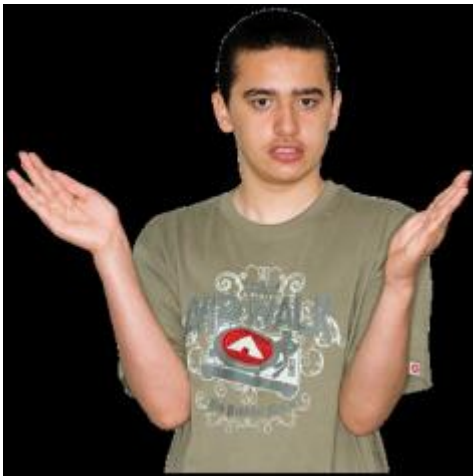


Do not open anything like this from someone you do not know.

Some website links and documents can harm your computer or tablet.



3. Log out of your email account when you have finished with your emails.



4. Be careful about emails from people you do not know

You might get emails from people you do not know.



Sometimes these emails might look a bit strange.

For example, the email address might look strange.

It might not be the same name as the person or company sending it.



Or the email might be about something you do not know about.



Sometimes emails look like they come from someone you can trust.

Like a company or a government organisation.



But sometimes the emails are not from the company or organisation.

They are from someone who is trying to steal money.



Do not reply to emails you are not sure about.

Do not send the emails onto someone else.



5. Never share your private information by email

Like your bank details or credit card details



6. Be careful about emails from your bank

Some emails from your bank might not really be from your bank.



Your bank will not talk about your private money information by email.

Phone your bank if you get an email like this and check it with them.



7. Put something on your computer to keep it safe

You can buy something called **anti-virus software**.

This helps to keep your computer or phone safe.



Keep the anti-virus software up to date.



8. Look at ways to stop bad emails coming through

Check the **settings** in your email account.



There are usually ways to help stop bad emails coming through to you.

For example, by moving them to a different email folder.

Bad emails can be called **Spam** or **Phishing** emails.



You can usually report any bad emails that come through to your account.

This means you tell your email company that the email is bad.

Most pictures by Photosymbols.

App picture by The Picture Communication Symbols
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