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Email Security 2017

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Protect Your Information

Email is a powerful way to connect with people. Unfortunately it also makes us vulnerable targets of scammers that can affect us from thousands of miles away.

Understanding the threats you may face via email and how you should react to them can help you keep your information safe.

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SPAM, **Phishing**, **Spoofing**, **Trojans** and **Ransomware**

SPAM is unwanted mail in the form of chain letters, advertising, and other non-commercial messaging. Most SPAM can easily be deleted without any harm to your computer.

Spoofing is the use of forged sender addresses in emails to trick recipients into opening emails that appear to be from trusted sources.

Trojans are viruses which can be sent as email attachments that either steal information or harm the host system.

Phishing is the use of electronic mail to acquire usernames, passwords, credit card numbers, bank account details, and other sensitive information. Hover over links before clicking through to check if they are legitimate.

Ransomware is a type of malicious software (malware) designed to take your files captive and return them in exchange for a ransom payment.

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Understanding **Ransomware Emails**

Ransomware is a malicious computer virus that uses encryption to hold user data hostage in an effort to extort users. In most cases, perpetrators make it seem like paying the ransom in exchange for a decryption key is the only method of saving your files. A ransomware infection typically starts from a single computer and spreads through the entire network by infecting shared drives, databases and even local backups.

Ransomware can be acquired through malicious email files or websites.

In March 2016, it was said that 93% of all phishing emails contained encryption ransomware.

If you don't recognize it, don't click it.

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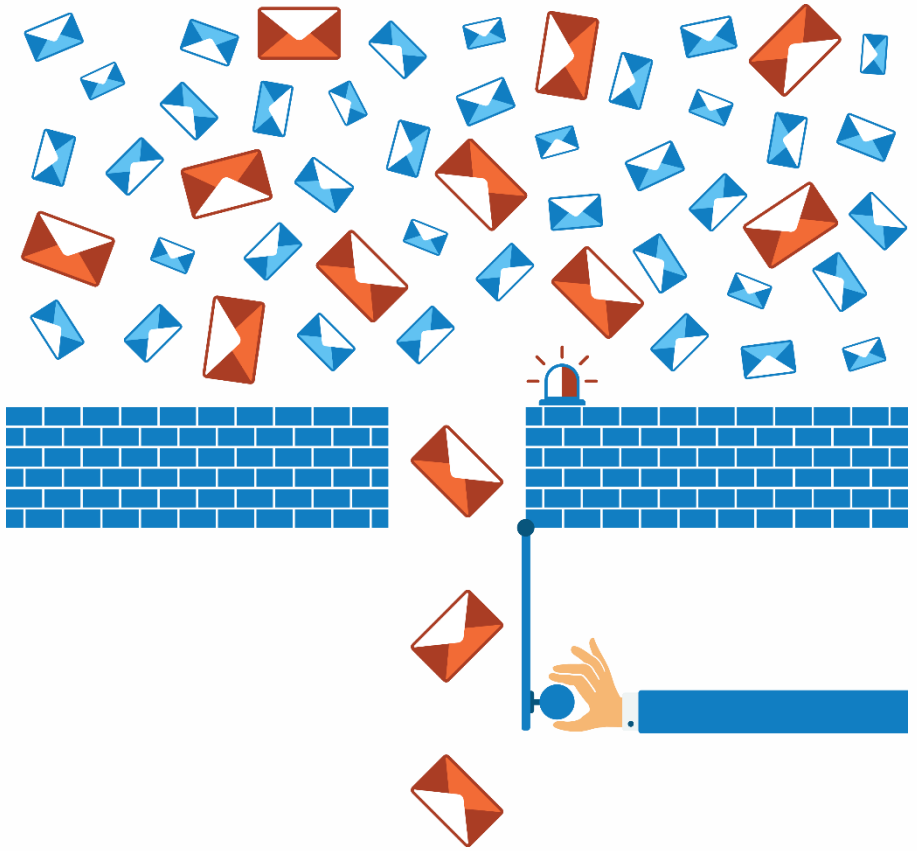
Filtering Spam

Use an email provider with strong anti-SPAM filtering capabilities, and mark any SPAM emails that make it into your inbox. This helps the filters recognize future SPAM emails.

Filters analyze the header, body, and attachments of every email and flag emails that have a high probability of being SPAM.

These emails are moved out of the inbox and into a Junk folder which is periodically deleted.



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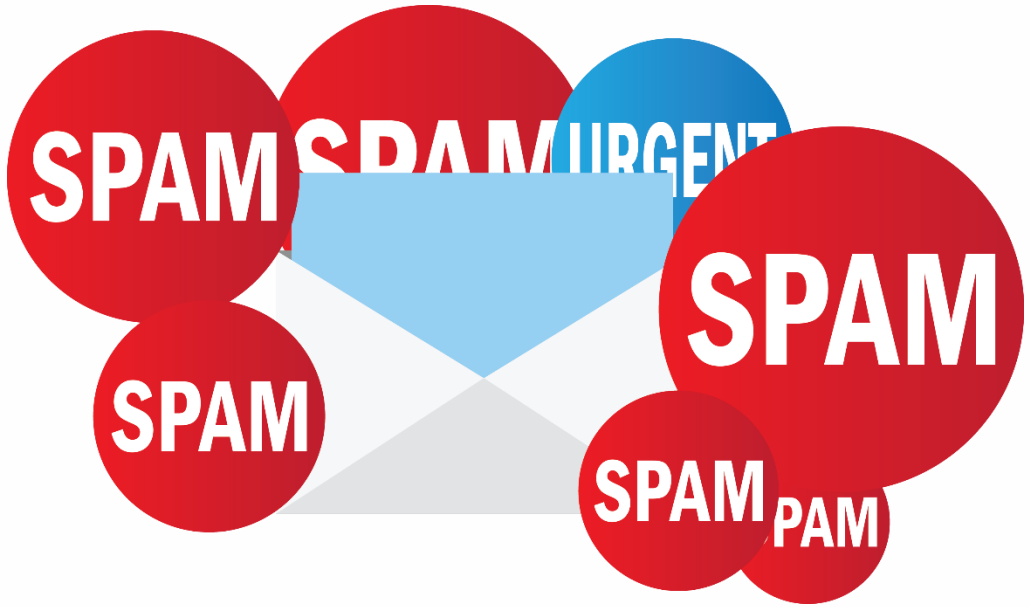
The Downside of **Spam Filters**



Unfortunately, SPAM filters are not an end-all to email security.

Filters cannot be correct 100% of the time and bumping your settings to “No SPAM” will cause the filter to be too stringent and block legitimate emails too.

Other types of malicious email can still get past strict SPAM filters, so be sure to ask Inverselogic what safety measures would work best for you.

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Smart Email Protocol

- Use a moderate SPAM filter setting, and mark any SPAM that makes it through the filters.
- Never respond to SPAM or participate in chain emails.
- Never open suspicious emails or attachments from unfamiliar senders.
- Never send sensitive information in emails.
- Keep work and personal emails separate.
- Keep an eye out for hoaxes and scams.

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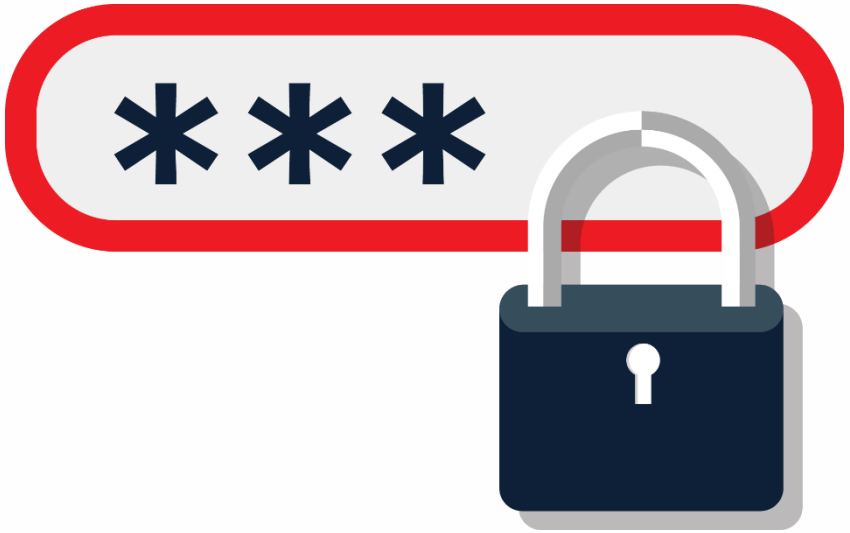
Password Fundamentals



- Never use personal information like birthdays or names in your password - these are easy to look up on the internet.
- Use complex passwords with letters, numbers, and symbols or phrases, and remember to change them often.
- Use different passwords for different accounts.
- Change passwords often, at least once a month.
- Never store passwords on your computer.

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Recognizing **Malicious** Emails

Malicious emails are harder to differentiate than SPAM. Scams, fraud, and hoaxes can be disguised as emails from trusted sources like financial institutions or payroll service providers, but even these emails may send off red flags.

Never open suspicious emails, but if you happen to open a seemingly harmless email and are unsure of how trustworthy the source is, ask the following:

Does the tone sound right?

Are links legitimate? (hover over link to preview)

Are there unnecessary attachments?

Are there spelling and grammar errors?

Is immediate action required to avoid a threat?

Is it an auto-reply to a message you never sent?

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Look Out for **Fake** Sites

Never follow links in an email that redirect you to a site where you must “confirm” passwords.

Some scammers create fake sites that are almost identical to the real thing, collecting any information you type in.

Always type URLs into your browser (or Google them) rather than clicking straight from an email. Never log in anywhere until you check that the site’s URL starts with “https,” indicating that it is secure.

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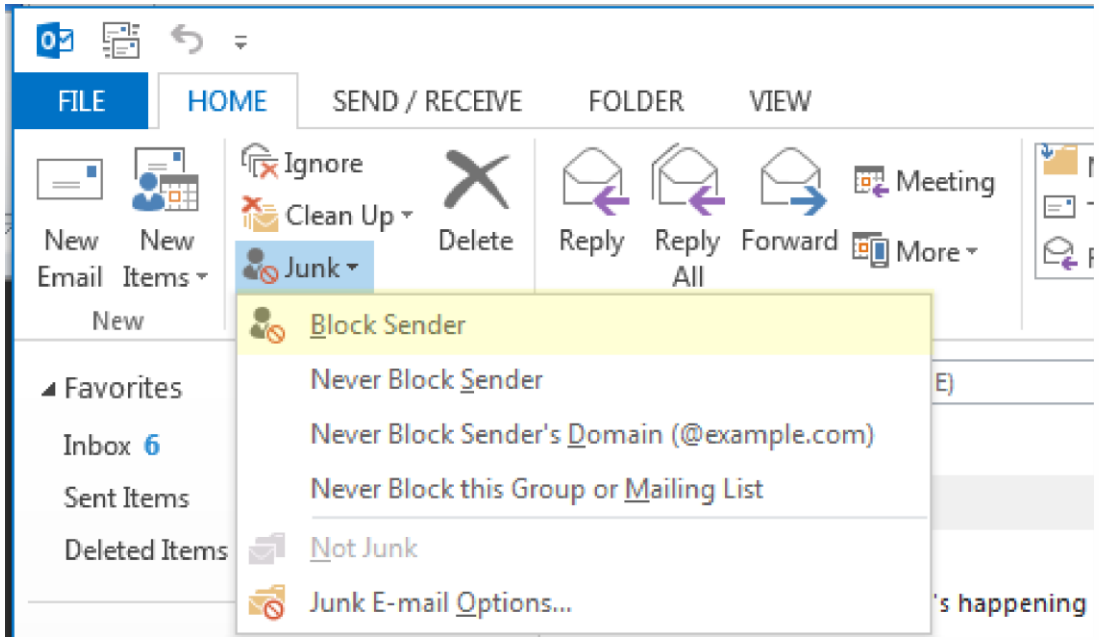
Reacting to **SPAM** and **Malicious** Emails

If you receive a suspicious email, you should:

1. refrain from opening it

2. highlight the email

3. block the sender



This prevents future unwanted messages from coming to your inbox, improves the SPAM filter and blocks the sender's messages from others' inboxes.

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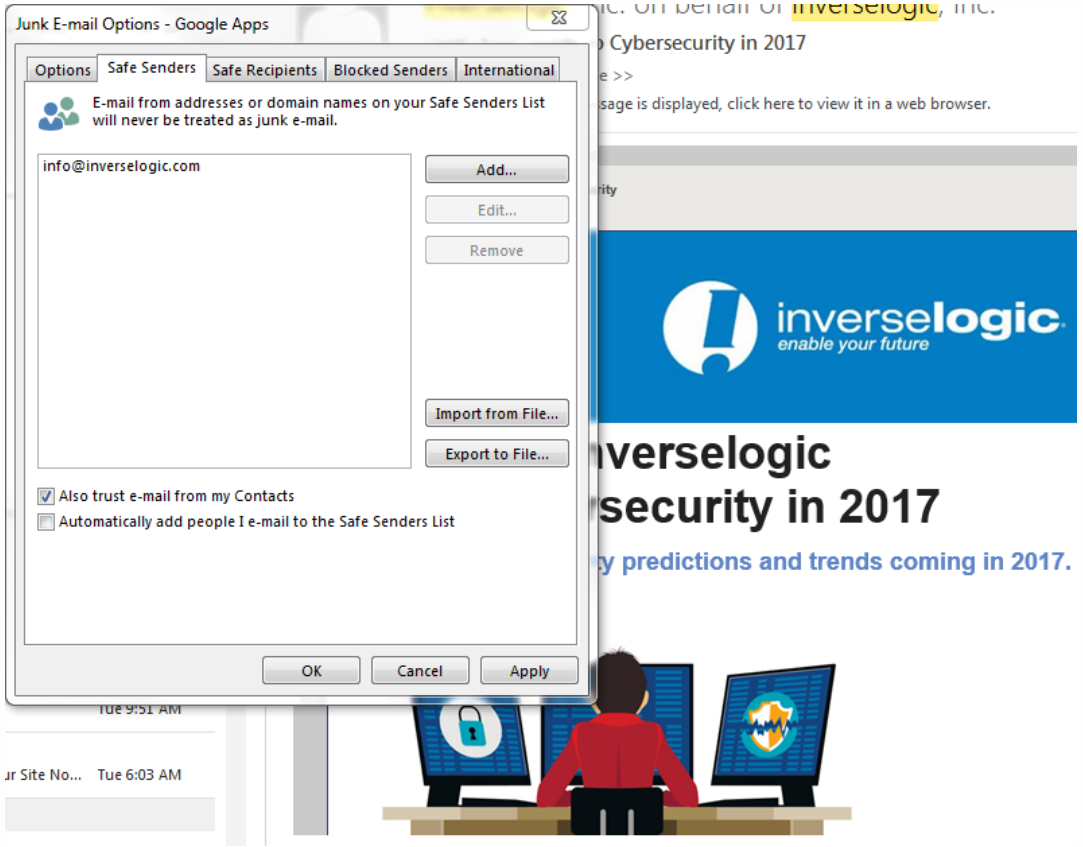
White List Email Contacts



Prevent important emails from being mistaken as spam:

Select important email addresses and choose to never block their emails, by editing their contact information to "always show" their emails or adding them to a safe senders list.

This process will vary depending on your email service provider.

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Contact Us with Any Concerns

If you mistakenly open a suspicious email, or are unsure of how to react to a possible threat, contact Inverselogic immediately.

The sooner we are aware of an issue, the sooner we can resolve it.

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Thank you for your continued trust and partnership!

For more information on how you can secure your network, contact Inverselogic.

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