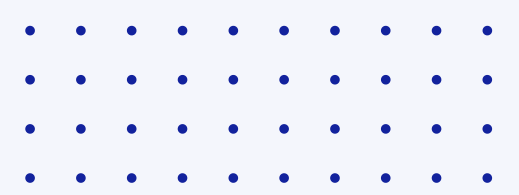
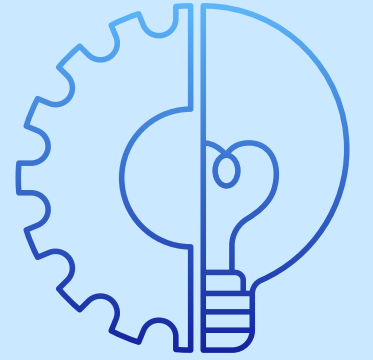


email and internet usage policy

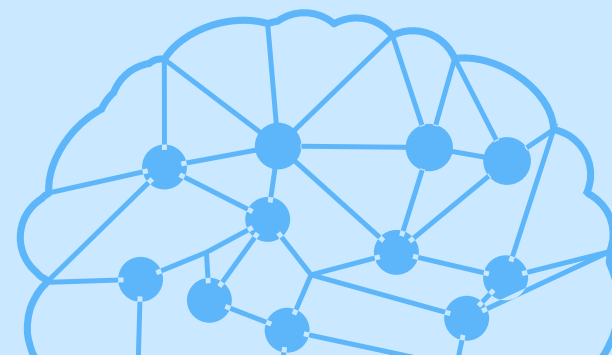




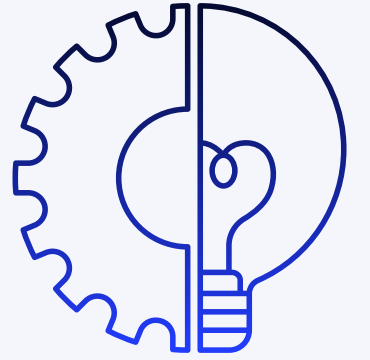
email and internet usage policy



A computer and email usage policy, also known as an internet usage policy, is a document that you should ideally give to each employee upon hiring. Prospective employees should read the policy, sign it, and date it before they start work

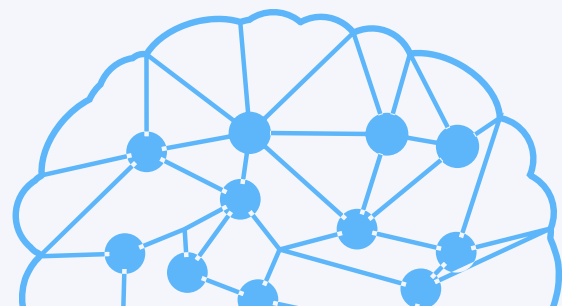


What are cyber threats associated with email



**Common threats to e-mail systems include the following:
Malware.**

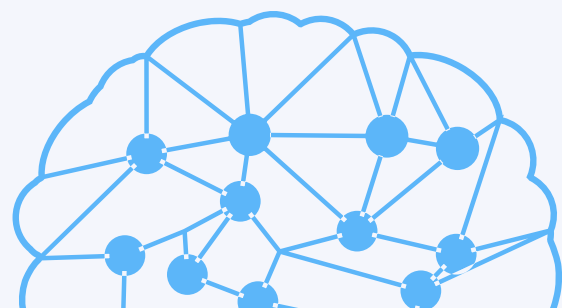
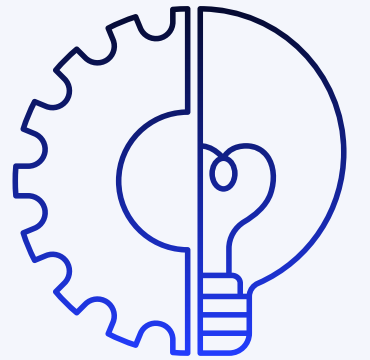
Increasingly, attackers are taking advantage of e-mail to deliver a variety of attacks to organizations through the use of malware, or “malicious software,” that include viruses, worms, Trojan horses, and spyware



What are the types of email attacks?

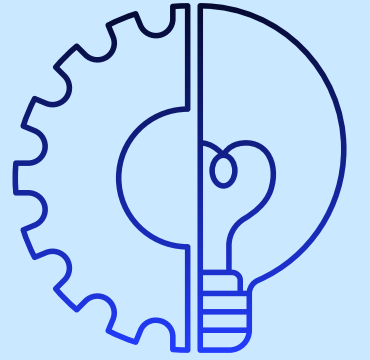
Types of Email Attacks

- **Phishing.** Phishing is a type of deception.
- **Vishing.** It is a type of phishing that employs voice communication technologies.
- **Smishing.** It is a sort of phishing that uses mobile phones to send text messages.
- **Whaling.** A phishing assault that targets high-profile targets within a business, such as senior executives, is known as whaling.
- **Pharming.** Pharming is the impersonation of a reputable website to dupe individuals to submit their personal information.
- **Spyware.** It is software that allows a criminal to collect data about a user's computer activity. Activity trackers, keystroke collecting, and data capture are all standard features of spyware.
- **Scareware.** It is software that uses fear to encourage the user to execute a specified action.
- **Adware.** Adware generates cash for its makers by displaying unpleasant pop-ups.
- **Spam.** Unsolicited emails are referred to as spam (also known as junk mail).

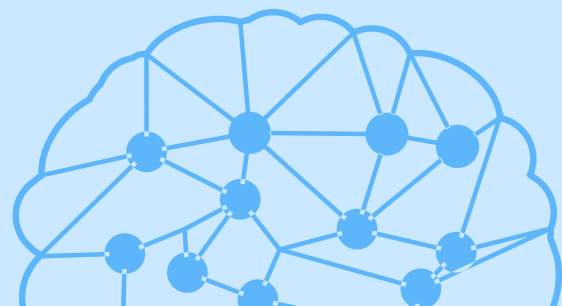




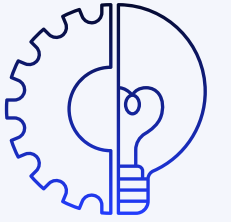
How do you use email safety?



- Password-protect and encrypt confidential documents before sending.
- Send the password to the recipient by means other than email.
- Always double-check exactly who you're emailing.
- Use 'BCC' when sending emails to large groups or mailing lists.
- Protect your email account from malware and phishing.



How can we use internet safely?



- 01** Protect Your Personal Information With Strong Passwords.
- 02** Keep Personal Information Private.
- 03** Make Sure Your Devices Are Secure.
- 04** Pay Attention to Software Updates.
- 05** Be Careful About Wifi.
- 06** Set Up Two-Factor Authentication.



- 07** Back Up Your Personal Data

