

## Corporate Email Credentials

Dear

Kindly Find disclosed your corporate Email address and Password. Please note that this email is to be used for corporate use only.

Here are some tips to avoid phishing emails that can harm the company assets and network:

- 1- Never Open a link in any email If you cannot recognize the sender.
- 2- If you receive such emails , make sure to inform any IT Staff.
- 3- Never use your email over social media platforms or on any E-Commerce platforms.

For the first use of your email you are kindly requested to login into [www.gmail.com](http://www.gmail.com)

Use the username (Email ID) and password provided below ,

After first login you will be asked to set a new password , at the end of this page there are some tips for a Strong password.

Email ID:

Password:

### **Tips to make your password strong:**

- 1- Make your password long.
- 2- Make your password a non sense phrase.
- 3- Include numbers , symbols , uppercase and lowercase letters.
- 4- Avoid using your first or last name.
- 5- Don't write your password some where visible.
- 6- Change your password regularly.

**Yours Sincerely,**