



SYNAQ SECURITY

EMAIL SECURITY TIPS



TIP: ONE

KEEP AN EYE OUT FOR PHISHING CLUES

Spelling and grammar errors are a common sign that an email isn't legitimate. Working remotely? Cybercriminals are looking for a way in through your inbox so be mindful of phishing tactics and check for clues.



TIP: TWO

BEWARE OF LINKS AND ATTACHMENTS

Hover over a link in an email to check the URL before clicking on it. Be sure you trust the sender before you click on links or download attachments, especially if they end in .exe, .cab, .htm or .jar.



TIP: THREE

USE MULTI-FACTOR AUTHENTICATION

Add an extra step to the verification process for transactions and data access. A single mistake can be very costly without a two-step process to verify an email instruction to transfer funds or grant access to sensitive data.



TIP: FOUR

ENCRYPT SENSITIVE COMMUNICATIONS

Use encryption whenever possible to convey sensitive information. If you need to send sensitive information via emails, consider using encrypted attachments in case they fall into the wrong hands.



TIP: FIVE

CORROBORATE INFORMATION

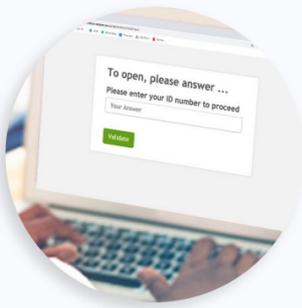
Be careful of pandemic-related claims in emails. Verify them through a trusted alternative source. Some scammers are attributing bogus claims to the government or the WHO, with a link for more information that leads to a fake site.



TIP: SIX

“ACT NOW!” IS A RED FLAG

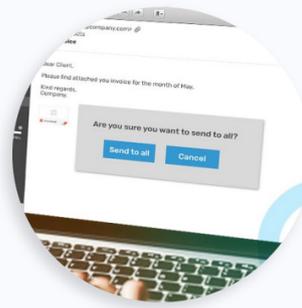
Emails that demand immediate action warrant suspicion. If an email tries to alarm you and insists that you click on a link or provide personal information immediately, there's a high chance it's a phishing scam.



TIP: SEVEN

KEEP PERSONAL INFO PRIVATE

If an email asks for personal details like your ID number, don't provide it. Legitimate entities should never request personal data via email. Don't respond to these mails or click on any links in it.



TIP: EIGHT

TAILOR BULK INVOICE MESSAGING

Craft a proper message for the body of bulk invoice emails. Set your emails apart from generic invoice spam when doing mass billing by differentiating them with branding and a decent message.