

Email Safety Tips

- **Keep your Password Safe**
 - Do not share your password
 - Memorize your password
- **Do not share personal information in emails**
 - Do not share your last name
 - Do not share your school name
 - Do not share your address
 - Do not share your phone number
- **Only open emails from people you know**
 - Do not open attachments from strangers
 - Do not open or reply to spam
 - Do not open or reply to chain email
 - Delete all emails you don't open
 - Learn how to block unwanted emails
- **Use a Secure Network**
 - Only use your school email at school
 - Sign Out when you are finished
- **Report Cyberbullying**
 - Do not accept cruel or threatening messages.
 - Do not reply to cyberbully messages. Report them to your teacher