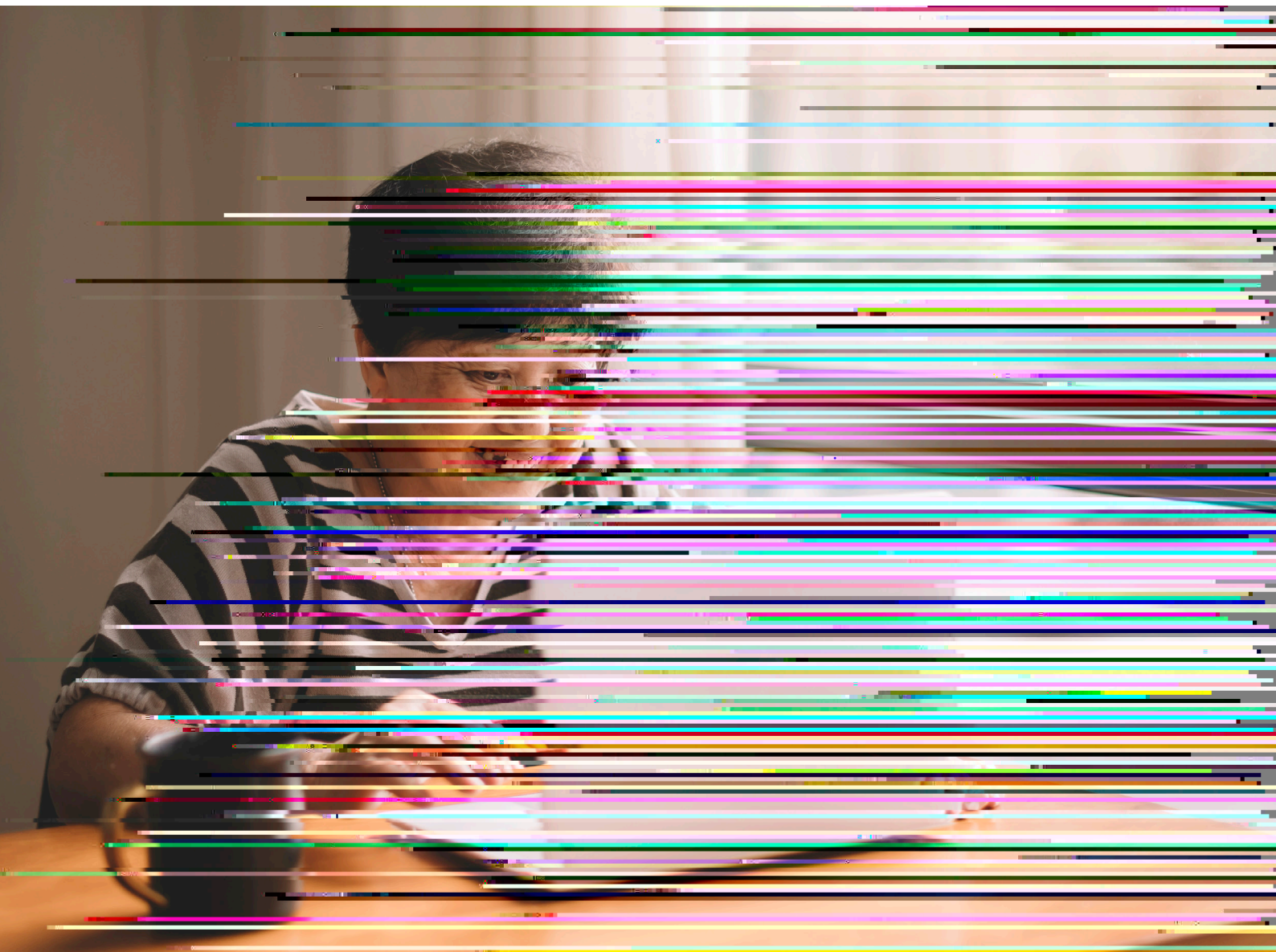


An advanced guide to email



Publication date: February 2022





1. Sharing your email address and spotting scams

1.

1. Sharing your email address and spotting scams

Dear Sir,
I am writing to you regarding the recent scam that has been circulating in the community. I have received several reports from my neighbors and I am concerned for your safety. Please be very cautious of anyone who contacts you and asks for your personal information or money. I have been advised to share my contact information with you so that you can reach me if you need any help. My phone number is 555-123-4567 and my email address is john.doe@example.com. Please do not share this information with anyone else. I will be happy to help you in any way I can. Thank you for your attention and I hope to hear from you soon.

Keeping your email safe

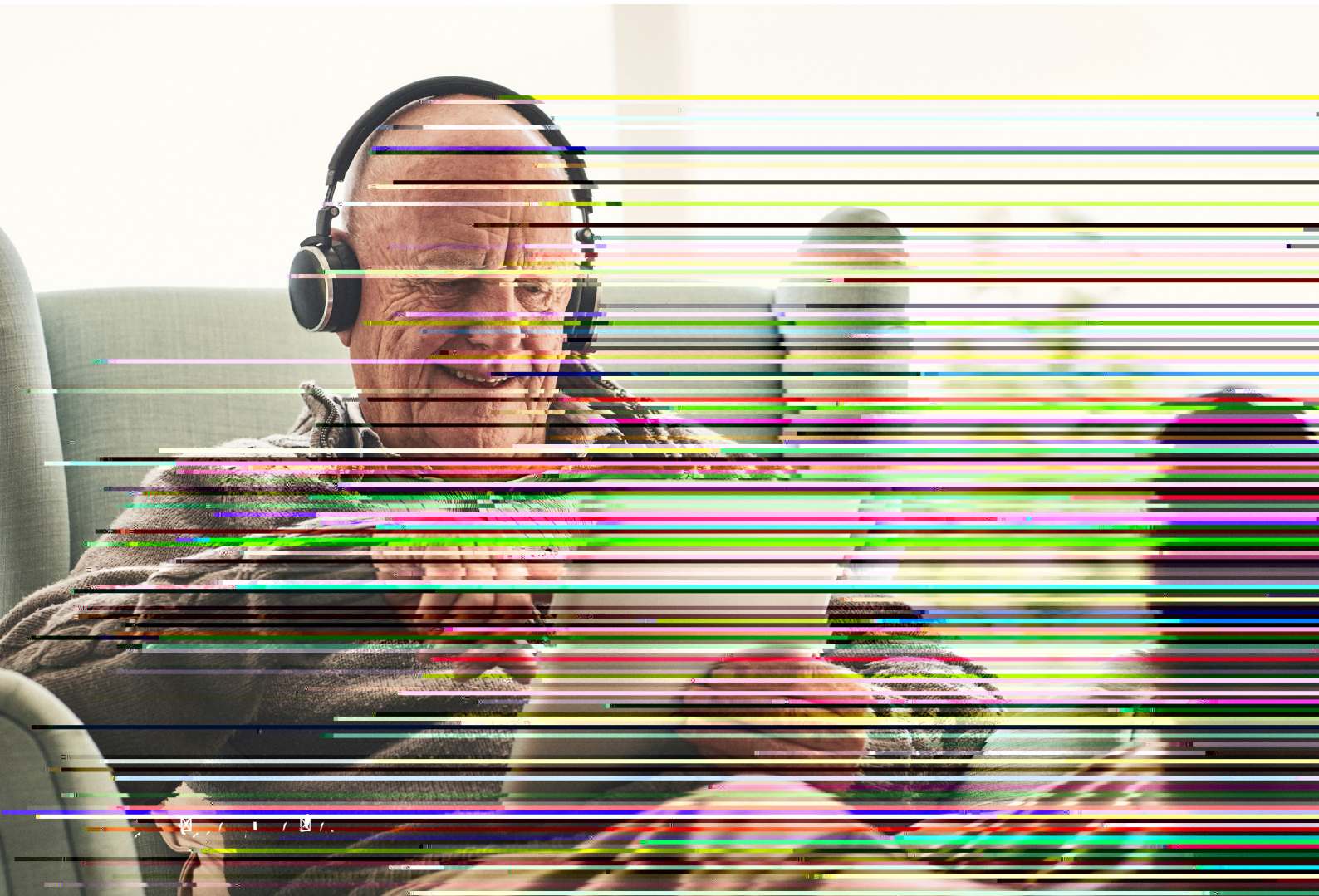
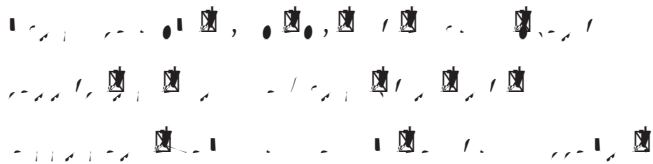
When you receive an email from an unknown sender, be very cautious. Do not click on any links or download any attachments. If you are unsure if the email is legitimate, contact the sender through a different method, such as a phone call. Scammers often use email to trick people into giving up their personal information or money. Always verify the identity of the sender before providing any sensitive information. If you receive a suspicious email, report it to your email provider and delete it from your inbox. Do not forward it to anyone else. Remember, if it sounds too good to be true, it probably is. Stay safe and keep your email secure.

2.

2. Using this guide



Before reading this advanced guide, you should feel comfortable:





1. The first part of the document is a list of names and titles, including "Mr. J. H. Smith, President" and "Mr. J. H. Smith, Secretary".

Attachment: [Redacted]

Subscribe: 

4. A small icon of a building with a flag on top, representing a company or organization. A small icon of a hand holding a pen, representing writing or a document. A small icon of a document with a checkmark, representing a completed task or a checklist.

4. When to share your email address



4. When to share your email address

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Using your email address to shop online

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4. When to share your email address

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Using your email address to pay bills online

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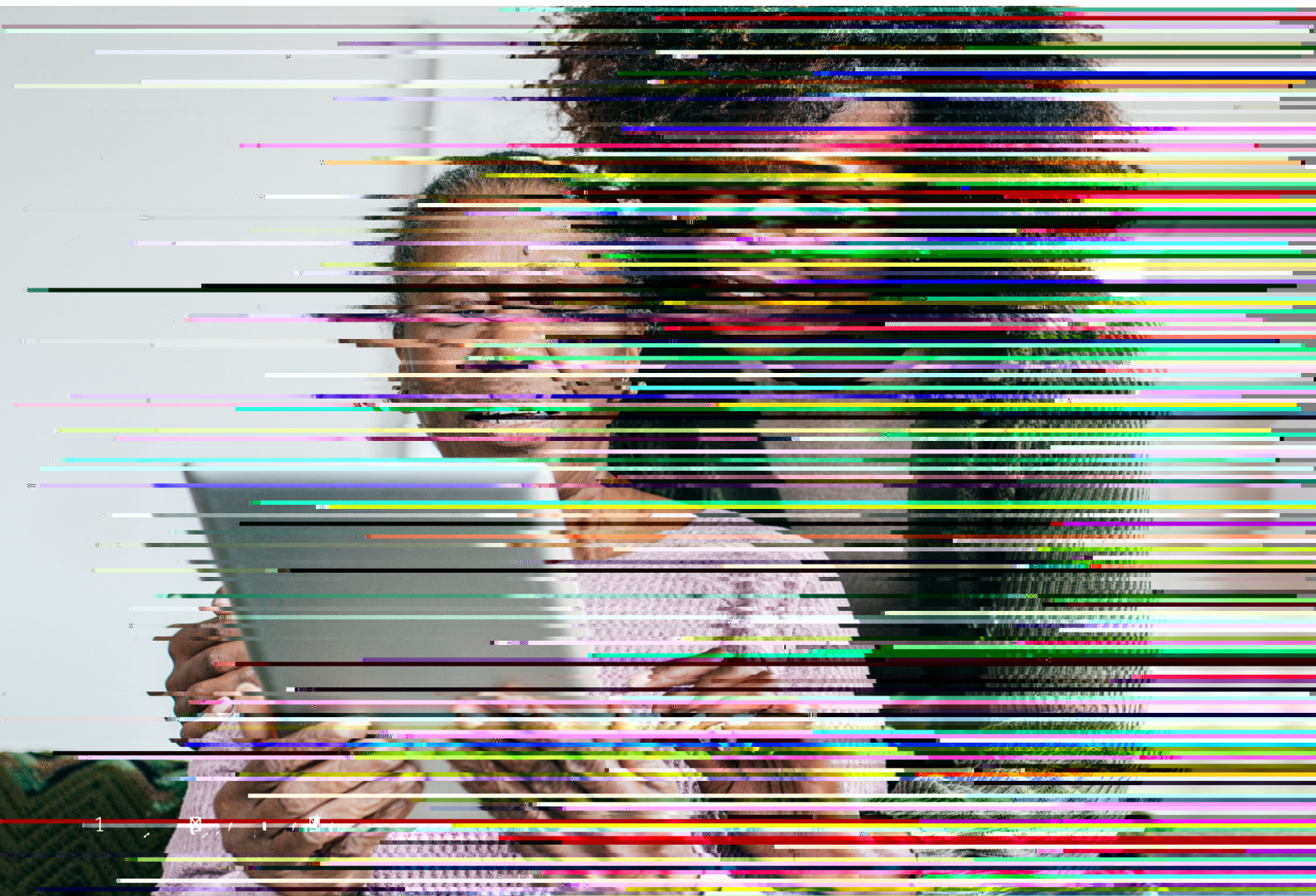
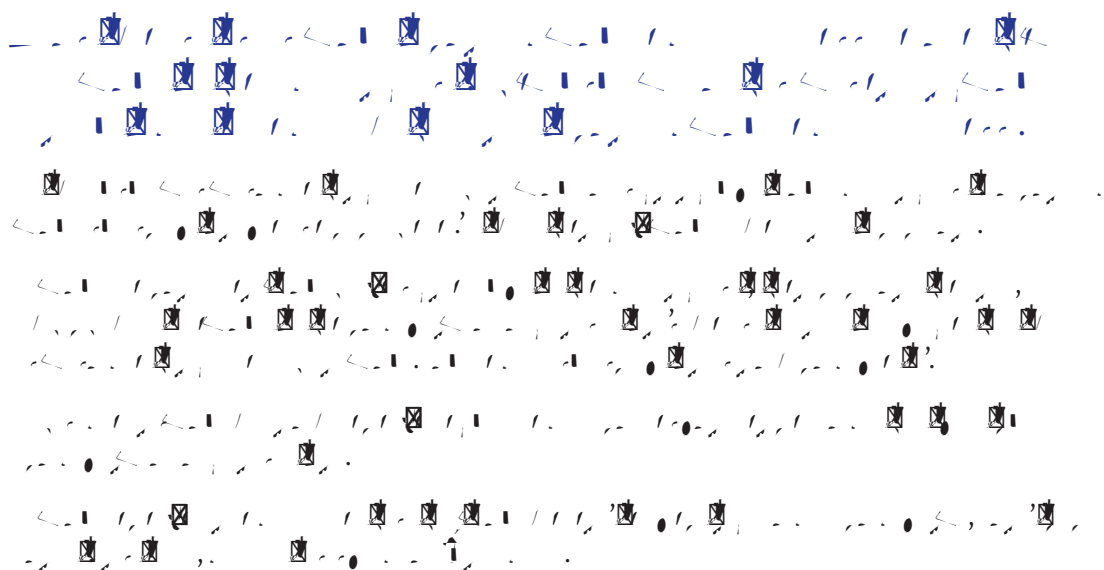
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5. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

5. Authorising your email address



6.



7.



Keep your devices up to date.

Think before using online accounts in public.

Don't overshare.

For more tips on protecting your personal information online,
read 'A beginner's guide to staying safe online'.

