

Common Sense Email

There are some common sense things you can do to make sure that communication via email is as safe as possible. It is then YOUR responsibility to make sure information is secure.

If you want to send an email to a recipient without revealing their address to others then make sure you use BCC or Blind Carbon Copy and not carbon copy (CC).

Be concise and to the point. If the email you are writing requires the reader to scroll down the screen then it is probably too long and should be an attachment - your email would then describe what is in the attachment.

Consider if the content of the email should be password protected. Could you send information in two separate emails for added security?

Printed emails - make sure you dispose of these (can you shred?) or keep securely.

DON'T write in CAPITALS. It looks like you are **SHOUTING**. It also makes the message hard to read (as DoES the LACK of CAPITALS in the right place!)

When you start to type the name of a recipient, some email software will suggest a similar name you have used before. Make sure you choose the right address before you click send.

Stop and think before pressing 'SEND'. Is the email going to the correct person? Does it say what you want it to say? How will the person receiving it respond?

If you are sending a sensitive email from a secure server to a Hotmail or Gmail account then it may not be secure. Check that the recipient's arrangements are secure before sending and that it is not going to a shared account for instance.

Always write a meaningful subject line. Think about the main subject of the email you are writing and use as few words as possible to summarise in the subject line.

Be careful when using group email addresses. Check who is in the group and make sure you really want to send the message to everyone.

Don't forward group emails to others outside the group. You are unintentionally giving access to email addresses that people might want to keep private.