

I just received an e-mail from IT saying my email disk quota is full?

Maybe ring IT and check it was them sending the email. It is not usually an email we would receive.



Phishing is a technique where a user is tricked into submitting personal / confidential information thinking that the request is coming from a trustworthy source. Avoid becoming a victim of phishing by following these simple rules:

- ✔ Do not reply to e-mail requesting you to forward details such as passwords, account information etc., even if the e-mail seems to be from a legitimate source.
- ✔ Do not use a link in an e-mail to get to a web page. Instead, type in the URL directly into you browser's address bar.
- ✔ Be vigilant when downloading e-mail attachments on your computer. If in doubt, do not download.



- Hmm... should I use my company e-mail to sign-up to this social networking site?

E-MAIL USE GUIDELINES

Follow these easy tips to make sure that your e-mail account is safe

- ✓ Do not use your company e-mail account irresponsibly or for personal purposes.
- ✓ Do not disclose your company e-mail address without any consideration.
- ✓ Do not mix your company e-mail with your personal e-mail accounts.
- ✓ Do not open or download e-mail attachments from unknown sources.
- ✓ Do not leave your desktop unattended. Always log out of your computer.



TREAT YOUR PASSWORD

LIKE YOUR TOOTHBRUSH

CHOOSE A GOOD ONE

CHANGE IT REGULARLY & NEVER SHARE IT

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