



- 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.