

Email accounts are used for sending anything from personal emails to friends to sending letters to your bank or someone important. There are many hackers who are constantly trying to break into email accounts and get their hands on your personal information. Here are some helpful tips on how to protect your TCC [or any!] email account.

#1 **REMEMBER:** we will never ask you for personal information, including credit card information, passwords or account numbers, via email. Any email requesting this is fraudulent.

#2 When choosing your password always make it complex. Use capitals, lowercase, numbers and symbols to increase the strength of your password.

#3 Always check the 'sender' field. Ensure you know the person or company sending the email before opening or forwarding to other colleagues or friends.

#4 Never open attachments unless you are expecting them. Often times viruses are housed within these attachments and get into your computer as soon as they are downloaded.

#5 Download a virus scanner that scans your emails as they are received. Many scanners will then flag suspicious emails to help you detect them.