


# Protect your personal email to prevent business information compromise


Hackers will try anything to get access to company information, including using your personal email accounts and devices against you. Protecting your work AND personal email from compromise is crucial to maintaining the security of your personal and professional communications and sensitive information.

Here are some tips to help you enhance the security of your personal email, which will also help protect company information:


## Use Strong, Unique Passwords

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- Avoid using the same password for both your work and personal accounts.
  - Consider using a passphrase or a combination of letters, numbers, and symbols.


## Secure Your Personal Email

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- Ensure that your personal email account is also secure. Use strong passwords and enable 2FA to prevent unauthorized access.


## Be Wary of Phishing Attacks

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- Be cautious of emails requesting personal information or login credentials. Verify the legitimacy by contacting your IT department or other secure means.
  - Be wary if any request for work-related information comes to you through your personal email address.


## Update Software and Security Patches

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- Keep both your work and personal devices, as well as the software on them, up to date with the latest security patches. Regularly update your operating system, antivirus software, and email client.


## Secure Your Personal Devices

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- Set a password on the lock screen of your personal device, with a timeout of 5 minutes or less
  - Do not use "jail-broken" devices, and do not load any apps from any place other than the App Store for your device


## Use a Secure Connection (HTTPS)

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- When accessing your work or personal email, ensure that you are using a secure connection (HTTPS). Avoid accessing sensitive information over public Wi-Fi networks.

## Secure Physical Access

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- Keep your devices physically secure. Lock your computer when you step away and avoid leaving your email open on shared or public computers.

## Regularly Monitor and Review Account Activity

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- Periodically review your personal and work email account activity. Check for any suspicious logins or unusual activities and report them to your IT department if necessary.

By implementing these practices you can significantly reduce the risk of compromise for your work and personal email accounts, and maintain the confidentiality of your personal and professional communications.

Always consult with your organization's IT policies and guidelines to ensure you are following the recommended security measures.