

# Managing your Email

brought to you by the  
**ICTC**

## Delete SPAM EMAIL



Unnecessary emails only clutter up your mailbox and prevent you from seeing the URGENT incoming mail.

When you receive a spam Email



Don't reply



Don't release any personal information



Don't click on any link

ⓘ If you find any junk mail in your inbox, actively mark it as spam.

## Don't REPLY to ALL



When you receive group emails, make sure to **REPLY to SENDER** only and **not REPLY to ALL**. This helps you ensure that your reply reaches ONLY the concerned party.

OFFICE 365 | OUTLOOK



ⓘ Before using REPLY to ALL, ask yourself if everyone needs to read your reply.

## Don't ENTERTAIN SUSPICIOUS MAILS



If you receive emails from unknown/suspicious sources, report to the ICTC immediately.

### Tips for Spotting a Scam Email

- A subject line that looks sketchy
- Misspelled words/grammar mistakes
- A faulty sender's signature
- Context errors
- Outrageous claims or promises
- It just feels wrong



ⓘ Never open an attachment within an email from a company or person you don't know.