

We have seen a massive increase in scam email going around in the last two months.

One of the latest is an email that looks “official” claiming that you can be fined for improper use of PPE or lack of PPE usage.

[Here are a few email rules to protect you:](#)

Rule #1 – DO NOT CLICK any links in your email if you are not expecting that email. This is one way to have your password compromised, have malware, spyware, or a virus installed.

Rule #2 – I know that we all have a lot of passwords to keep up with between work and home, but it is very easy for someone to “crack” your password if it is too simple. Password cracking software scans first for common words followed by simple numbers (for example password1). Take some time today to evaluate your passwords, if they are simple, change them!! Change a letter to a number or vice versa, mash words together (mawoto = mash words together) and then add a number and a symbol.

Rule #3 – Some emails will look official, like they came from a company that you work with or have service with (example – internet). Check the email address and make sure it actually belongs to that company. Check the grammar and spelling as most spam email has terrible grammar and spelling! If you get an email from someone and the email address looks correct, but the email itself is odd, call that person before opening any links or documents.

Rule #4 – Be **OVERLY CAUTIOUS!!** Check everything over before opening yourself up to compromise. If it is too good to be true, it is. If you receive a shipment email from a company that you know you didn’t order from, delete it. If you are promised a gift by taking a survey, don’t do it! **Just be CAUTIOUS.** Take a little extra time to scan the email and research if you need to.

We have a lot on our plates right now, and this is just one more thing that we must watch out for, but it protects the company you work for and their private data. If you are doing these same checks at home, it protects you and your family. In both cases, it protects us financially, so please take extra time with your email and make sure your passwords are not easily cracked.