

Email security

Why
&
How

■ Email security – Why?

1. Your email address is your online identity

If it is not secure you may get emails (including spam and viruses) sent to your friends and business contacts and your messages could be read

2. What if I forget my password or it stops working?

Good email security will allow you to reset your password if you forget it

■ Email security – Why?

If you use the same password for your email as you do for another online account you are giving that account the **password** (the key to your email) and your **email address** (the lock) at the same time!



Sometimes accounts (like Sony) have security breaches where email addresses and passwords are stolen then used to send spam or worse.

Don't make it easy for them



■ TIP

Secure your email with a **strong** password (see Why and How: Passwords) and **never** use the same password anywhere else!

■ Email security – How?



Keep your email password unique!

■ TIP

For new accounts, you could have the *same* password as your email but with a *system* of adding extra letters to make it **easy to remember**

e.g. put the last three letters of the company after the password: e.g. password**zon**
for an **Amazon** account or the first letter in capitals in front: e.g. **A**password



■ Email security – How?

Imagine being outside your front door, and realising that you have lost your key and have no spares
What would you do?

Assuming you cannot break into your home, you would have to call the locksmith and get a **new lock and key!**



Email is much easier, because *if you can prove who you are*, your email provider will allow you to get a new key, that is to say, a new password

It is **important to** give your email provider a way of enabling you to prove who you are. This is called '**Validation**'

■ TIP

Validate yourself in your email account so you can reset it!

■ Email security – How do I validate my account?

1. A second 'recovery' email is a very useful thing

Your email provider will send a link to your other email address that will take you straight to a password reset page. (But the second email address must be one that is used by you fairly often as otherwise you won't be able to pick up the link).

2. Security questions

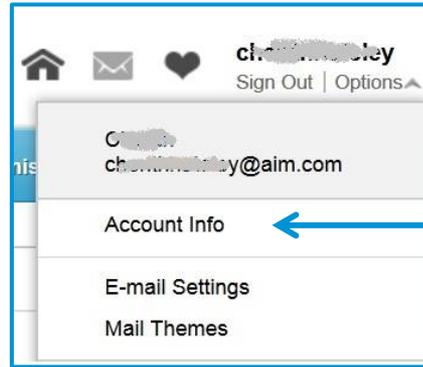
These questions are designed to be things that are unique to you and that you can easily remember like your mothers maiden name or the name of your first pet. Make sure you choose one that you won't forget!

3. A phone number – 07725 123456

If you give your phone number (mobile or land line) your email provider could send a 'validation' code to it that you can type into their webpage.

Email security – How do I validate my account?

1. **Look** for a cog or 'Options' at the top right of the email webpage and **click** to reveal the options box



2. **Click** on 'Account Info' and complete the question (or sometimes re-enter your password)



3. **You** will be taken to an account information page where you can **make changes**

A screenshot of the 'GENERAL ACCOUNT INFORMATION' page. It shows a table of account details. Below this is the 'ACCOUNT RECOVERY INFORMATION' section, which includes fields for alternative telephone number, alternative email address, and a security question. A blue arrow points from the 'make changes' text in step 3 to the 'Change Your Password' link in the password row.

GENERAL ACCOUNT INFORMATION	
Name	Che...
E-mail Address	chev...@aol.co.uk
Password	Updated on 13/09/07 Change Your Password

ACCOUNT RECOVERY INFORMATION		We'll use this information to verify your identity if you have trouble signing in.
Alternative Telephone Number	077...29	Edit
Alternative E-mail Address	chev...@... ✓ VERIFIED	Edit
Security Question	What is your mother's maiden name? Updated on 13/09/07	Edit

TIP

Get help from your Instructor as things change and email accounts vary!

■ Email security – Summary

1. Your email address is your online identity

Email password – have a strong one, don't give it to anyone or use the same one for other accounts.

2. What if I forget my password or it stops working?

If you have 'validated' yourself on the account you will be able to get a new password on the 'password reset page'

Email security – Just for fun!



TOONHOLE.COM Ryan Kramer