

# Email Security

Email is a great tool, but has its risks. Remember these safety tips when using email:



Always **act responsibly** and know that the laws regarding harassment, discrimination and defamation apply to email.

1

Don't reply to emails in a rush, **take your time** and get your message right.

2

Be careful when using **reply all and forward** or others can get messages not intended for them.

3

Remember that what you write in an email **lives forever.**

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