

# IS THE EMAIL SAFE?

KEEP FRONTIER SAFE.

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## Think Before you Click.

Inspect each email you get to make sure it looks legit and by this, I'm referring to the message headers, from email address and subject matter.

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## Report if Unsure.

If you are unsure don't open any attachments in the email or click on any links and report the email to IT to look into the matter.

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## Verify Everything.

Beware of those odd emails from a person claiming to be someone within the company asking for odd requests. "I'm in a meeting and can't talk but can you go out and buy me gift cards" ??? . Verify everything.

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## Delete Vague Emails.

Just delete emails that have those vague descriptions about payment with odd attachments from a company with which we do no business with.

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## Be Mindful.

Always be wary of any attachments in emails and while our infrastructure does its best to keep things clean sometimes things get past.

**AVOID SECURITY BREACHES TODAY.**