ALIT Managed IT Services

Email Security Best Practices

Hundreds of cyber threats happen every day that could affect your organization's data and network. There is a decent chance that anyone who penetrates your email system might manage to steal passwords or any other sensitive data. Therefore, email security best practices for employees have gotten increasingly more imperative.

Email has become a widely used application capable of carrying messages with hidden links to malicious websites, code, and attachments that may be paths to more sophisticated attacks. These kind of attacks have been more common in recent years. While email remains the most popular method of delivery for crypto viruses, file sharing sites and download sites are also popular delivery methods for these types of attacks. It's best to always verify before you download anything.

Email security best practices to employees can be summarized simply: take extreme caution when opening email attachments and links, if you are unsure of the sender always verify before clicking any links or opening any attachments.

Using strong passwords that are changed frequently and not reused across different systems is very important in helping defend against attackers using dictionary attacks to target weak passwords. A secure password is almost impossible to guess. The more complex the password, the more time it takes for the password-guessing software to figure it out. Secure passwords can take 200-500 years to break.

Another form of hacking is called phishing. Phishing is a straightforward concept many hackers will use to steal email and account information by tricking individuals into handing over their details. Most emails like this will be caught in the spam filter Austin Lane IT Services has put in place, but occasionally, your company will get a sophisticated phishing email. These emails come from an unknown source and contain files for you to open or links to click on. Always double-check the 'mailto:' section at the top of the email to make sure the email address is actually associated with the sender in question. If you're ever unsure about an email, please contact ITsales@austinlane.com.