

Email Management

Gmail, Outlook and Yahoo

How to Unsubscribe from Emails on iPhone or iPad

To unsubscribe to an email on your desktop, laptop or cellphone follow these steps: open your email and click on the email you want to unsubscribe from. Scroll to the bottom of the email and you should see something that says update preferences or unsubscribe

Password Tips

- Choose a password between 8-13 characters in length.
- Phrases are harder for hackers to guess.
- Do not use personal information (name, birthday, address, phone number, etc)
- Use special characters (!, #, \$, &)
- Write your password down in a safe place.

What is a Phishing Email

A phishing email is a cybercrime that relies on deception to steal confidential information they know should be kept private. Because they trust the source of the information request and believe the party is acting with the best intentions, phishing email victims typically respond without thinking twice.

In a Phishing Email, Cyber Criminals Will Typically Ask For Your:

- Date of birth
- Social security numbers
- Phone numbers
- Credit card details
- Home address
- Password information (or what they need to reset your password)

Phishing Happens When a Victim Relies to a Fraudulent Email that Demands Urgent Action:

- Examples of requested actions in a phishing email include:
- Clicking an attachment
- Updating a password
- Responding to a social media connection request
- Using a new Wi-Fi hot spot

What Can You Do?

- Hover test
- Do not respond or click links
- Don not provide any personal information via email
- Pick up the phone and call

Hover Test For Suspicious Emails

Move your cursor over the link, but do not click it, hold your cursor there for a few seconds, and the destination of the link will pop up!

Creating Email Labels

Apply Labels to Email:

- Click on LABELS
- Check the box next to the labels you want to add and click APPLY