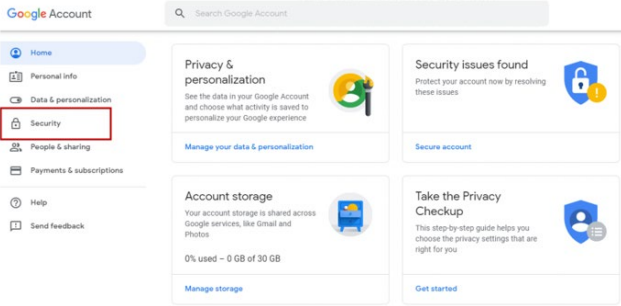
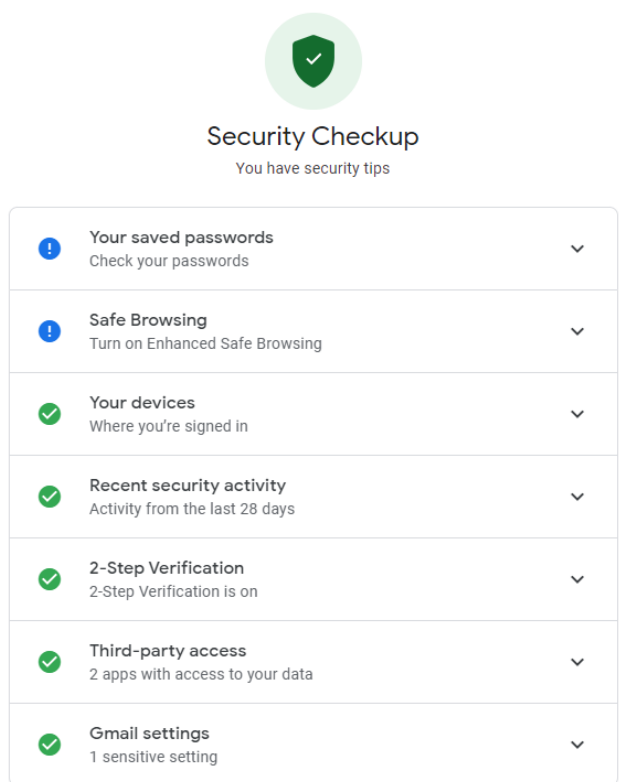


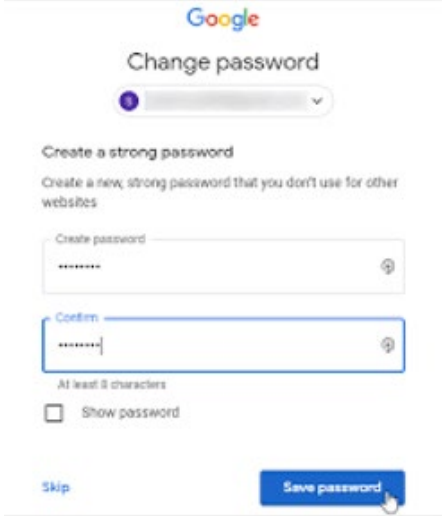
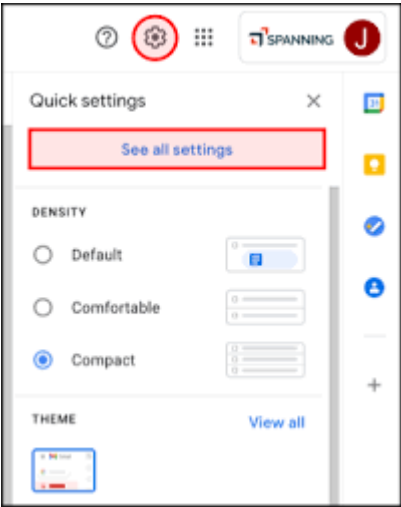

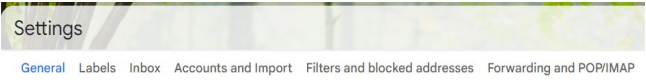
## GMAIL Safety Practices

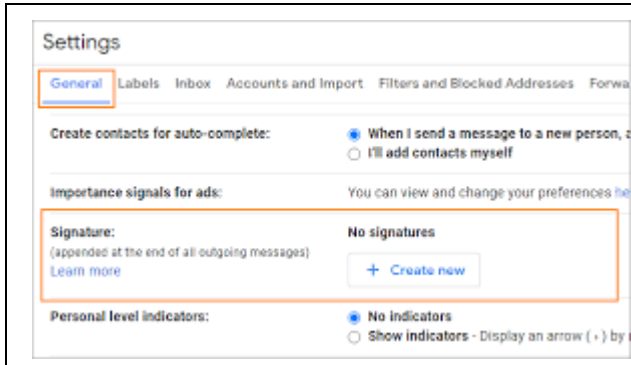
### Reference Guide

#### Increasing Privacy and Security in GMAIL

Protecting your Google account is essential since you share all kinds of data through the site. Gmail security depends on setting your Google account in the right way. That's why the first thing you have to do is go to <https://myaccount.google.com/> to manage some of the settings needed to ensure your email is safe.

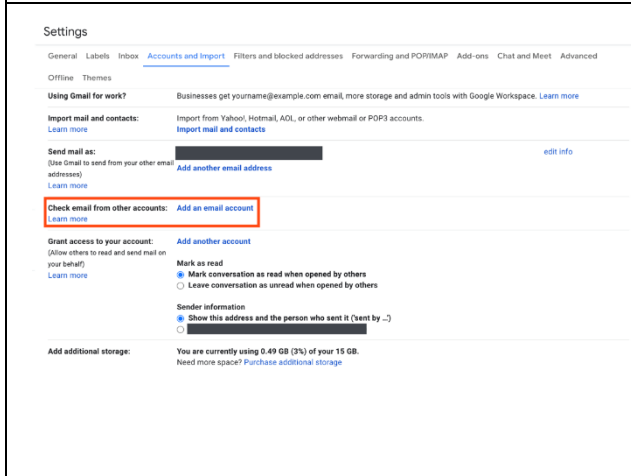
	<ol style="list-style-type: none"> <li>1. Complete a <b>Security Checkup</b> <ul style="list-style-type: none"> <li>• Go to <a href="https://myaccount.google.com/">https://myaccount.google.com/</a></li> <li>• Sign into your account</li> <li>• Navigate to the <b>Security</b> tab</li> </ul> </li> </ol>
	<ol style="list-style-type: none"> <li>2. Google will automatically run a security check.</li> <li>3. Address any items identified by Google which may include: <ul style="list-style-type: none"> <li>• Security issues</li> <li>• Signing into Google – set 2step verification</li> <li>• Recovery – set recovery phone &amp; email</li> <li>• Recent security events – reports unusual activity</li> <li>• Your devices – shows where you are currently logged in</li> <li>• Third-party apps</li> <li>• Signing into other sites – where your account is being used</li> </ul> </li> </ol>

	<p>4. Check your Google security</p> <ul style="list-style-type: none"> <li>• If your password has not been changed in a while, consider changing it</li> <li>• Create a strong password</li> </ul>
	<p>5. Check your Gmail settings</p> <ul style="list-style-type: none"> <li>• Using a browser, open <a href="#">Gmail</a>.</li> <li>• In the top right, click Settings  <b>See all settings.</b></li> </ul>
	<p>6. Check the following tabs for settings.</p> <ul style="list-style-type: none"> <li>• General</li> <li>• Accounts and Import</li> <li>• Filters &amp; Blocked Addresses</li> <li>• Forwarding &amp; POP/IMAP</li> </ul>



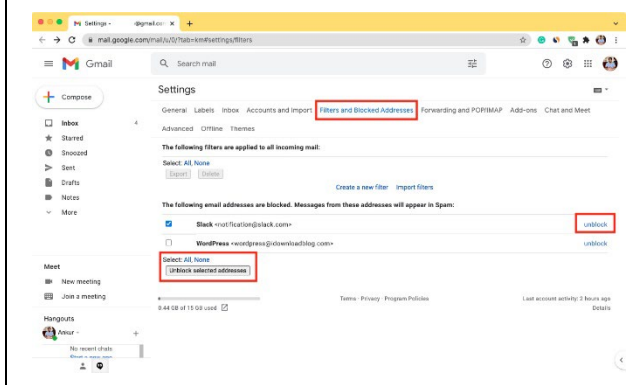
### 7. General tab

- Check your **signature** to make sure the text looks correct.
- Check your **Out of Office** it is set as you want it to be.



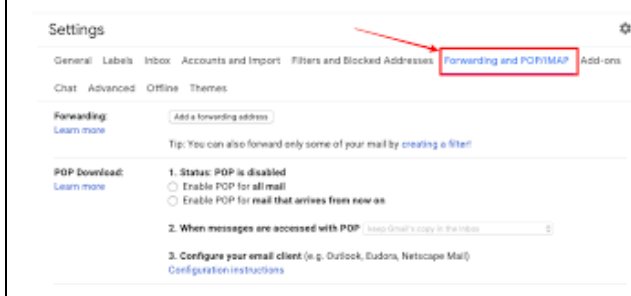
### 8. Accounts and Import tab

- Check "**Send mail as**" to make sure all the email addresses listed belong to you.
- Check "**Grant access to your account**" to see that no unknown people have access to your account.
- Check "**Check mail from other accounts** (using POP3)" to make sure all the email addresses listed belong to you.



### 9. Filters and Blocked Addresses tab

- Check to make sure mail isn't being automatically forwarded to an unknown account using a "**Forward to**" filter.
- Check that any filters that automatically delete messages ("**Delete it**") were set up by you



### 10. Forwarding and POP/IMAP tab

- Check that your messages aren't being forwarded to an unknown account.
- Verify that your **POP** or **IMAP** settings are correct.