



## Senior Citizen Email Security Checklist

### 1. Email Account Security

- Strong password: At least 12 characters, using a mix of letters, numbers, and symbols.
- No re-use: Don't use the same password for email and other accounts.
- Two-factor authentication (2FA): Turn on extra login protection (text code, authenticator app, or security key).
- Recovery options updated: Check your email settings to make sure your recovery phone number and backup email are correct.

### 2. Recognizing Suspicious Emails

- Check the sender: Look closely at the "From" address — scammers may use look-alike names.
- Don't trust urgent/emotional language: "Act now!" "Your account is locked!" "You've won!" are red flags.
- Hover before you click: Place your mouse over a link (without clicking) to see where it really goes.
- Attachments caution: Never open files from unknown senders.

### 3. Handling Links & Attachments

- Avoid clicking "unsubscribe" on unknown emails (it can confirm your address). Use your email provider's built-in spam tool instead.
- Never enter passwords from a link in an email — go directly to the website instead.
- Delete suspicious attachments immediately, even if they look like invoices, receipts, or delivery notices.

### 4. Filtering & Spam Control

- Mark junk mail as spam, don't just delete it — this trains your email provider to block similar ones.
- Create filters/rules to move junk automatically to a folder.
- Block senders that repeatedly send spam.

### 5. Extra Protection

- Keep your device updated (computer, tablet, or phone) — updates often fix security holes.
- Run antivirus/antimalware software and let it update automatically.
- Back up important emails or documents in case of account problems.
- Use a password manager if remembering strong passwords is difficult.

## 6. “ Stop & Think ” Rule

- Do I know this person or company?
- Was I expecting this email?
- Does the email create urgency, fear, or excitement?
- Can I confirm this request another way (phone call, official website, trusted family member)?
- If unsure     Do not click. Delete or call for help.