

# REALTOR® Safety Tips

## *Email Security*

Most REALTORS® conduct a large amount of our business through email. Keeping your email secure can make the difference between a positive or negative impression on a client, and even affect your sales. How do you maintain the integrity of your email and avoid scams or viruses? Here are a few tips that may keep you out of trouble.

### **Use of Anti-Virus Software**

Protect your email accounts as well as your computer from viruses by installing well-respected and effective anti-virus software. Scan all attachments with a virus program, even if they come from someone you know.

### **Beware of Phishing Scams**

“Phishing” occurs when a malicious user impersonates a high profile website such as eBay, Amazon or Facebook, tells you they are experiencing trouble with your account, and asks you to send them your username and password to verify your authenticity. Be extremely wary and vigilant when receiving such emails and do not send your personal information.

### **Never reply or unsubscribe to spam emails**

If your spam filter doesn't catch all the spam emails and a few sneak through, delete them immediately. By replying or unsubscribing, you are telling the sender they have found an active email address and more spam emails may flood your inbox as a result.

### **Use Secure Networks**

In general, corporate networks and Internet service providers (ISPs) are protected by network administrators who watch for possible security breaks and take action to shield users from hackers. Although we may think the risk is less, it is recommended to use caution when using emails on any unusual network.

### **Be careful when using public wi-fi**

It is tempting to jump on the wi-fi at your favorite coffee shop or the airport, but keep in mind public wi-fi is not always secure. There are programs out there called “network sniffers” that will run passively in the background. The sniffer monitors all of the wireless data flowing through a particular network – and that data can be analyzed for important information such as your username and password.

Be cautious when it comes to your personal devices and sensitive information. With just a little extra attention and time, you can keep yourself out of trouble.

