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Subject:	FW: More email security tips [OFFICIAL]

Classification: OFFICIAL
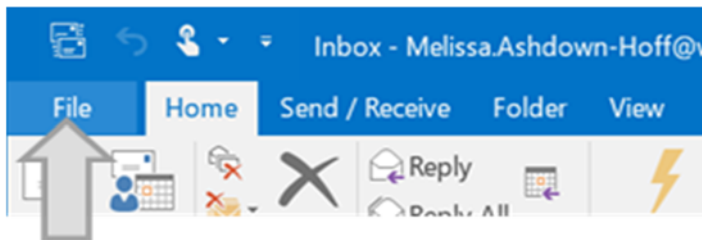
Happy Monday Everyone ,

Most data breaches happen through email and one of the most common issues is selecting wrong name from a dropdown, when outlook helpfully assists you in auto completing names in emails.

Where you have a member of the public or victims email address which is similar to a colleagues or two colleagues with similar names there is a danger that the email will be sent to the wrong person.
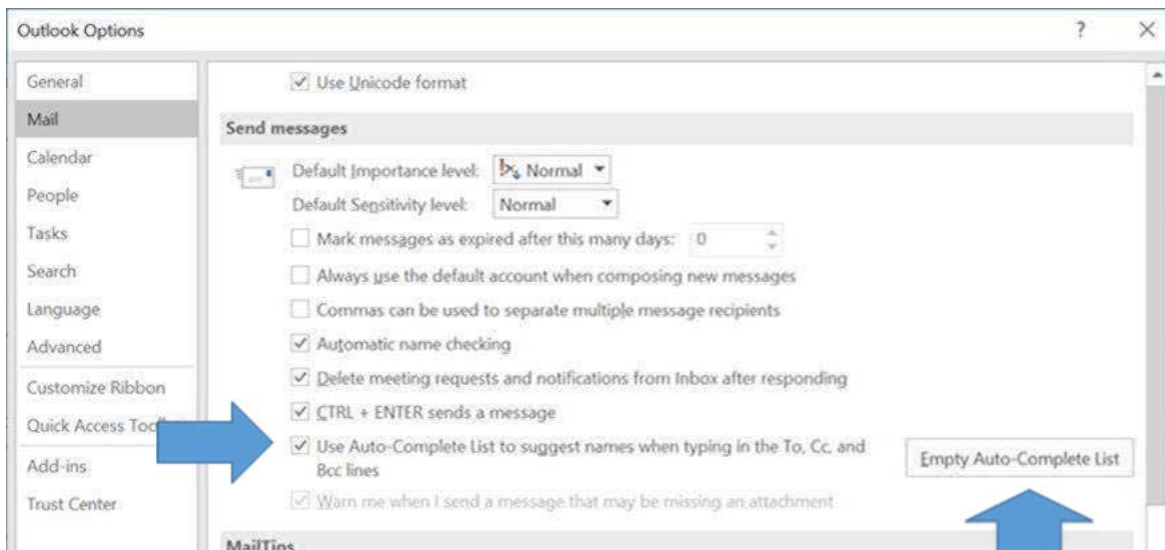
You can turn the auto complete functionality off (I have) or you can erase the email cache of stored email addresses in your outlook account to minimise this mistake occurring.

To Turn this functionality off, in outlook
Go to file and then select options from the menu on the right.

Then select mail from the menu on the right and scroll down until you get to send messages and uncheck the Use Auto-Complete option.

Click on Empty Auto Complete list to remove the current list of names in your auto complete drop down.

As always do get in contact with any GDPR or Data Protection queries.

Many Thanks

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