



## Unitarian Universalist Church of the Restoration EMAIL POLICY

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For security and privacy reasons a separate church email address will be designated for each user. Each email address will have its own password and is to remain confidential by each user.

- When a church email address is passed on to new user a new password will be assigned.
  - Any other church user must use his/her personal email address for church business or, if warranted, have a new church email address assigned. If the latter is necessary, or if there are questions, please contact the Webmaster at [web\\_master@uurestoration.us](mailto:web_master@uurestoration.us).
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**Important security tips that should be followed in order to keep email accounts as secure as possible.**

- Use Separate Email Accounts. An email account should not be shared by others.
- Create a Unique Password.
- Beware of Phishing Scams. Phishing emails will typically direct the user to visit a website where they are asked to update personal information, such as a password, credit card, social security, or bank account numbers, that the legitimate organization already has. The website, however, is bogus and will capture and steal any information the user enters on the page.
- Never Click Links in Emails.
- Do Not Open Unsolicited Attachments. **Should you receive an email with a questionable attachment**, delete the email.
- Scan for Viruses & Malware.
- Avoid Public Wi-Fi.