

Lock Down Your Inbox

10 steps to keep your email secure, simple and private



Your email is the key to your other accounts: password resets for your bank, stores and doctor go there. Steps 1–9 are free and work with Gmail, Outlook, Yahoo, iCloud or any email. Check each box when it's done.

SECURE

- ☐ **1. Find out if your email was in a data breach.** OptMsg goes further Type your address at [HaveIBeenPwned.com](https://haveibeenpwned.com). Change the password on any site it lists.
- ☐ **2. Never reuse your email password.** Built into OptMsg Use a different password for every account. OptMsg has no password, so there's none to reuse or leak.
- ☐ **3. Turn on two-step sign-in, starting with your email.** OptMsg goes further Look under "Security" in your email settings. Turn on a passkey too, if offered.
- ☐ **4. Keep your phone, computer and email app updated.** Turn on automatic updates.
- ☐ **5. Slow down on surprise messages.** OptMsg goes further Check the sender's real address. Skip links you weren't expecting; go to the company's own site or app.

SIMPLE

- ☐ **6. Be careful with "unsubscribe."** Built into OptMsg In spam, it tells scammers your address is real. Mark spam as spam and delete it.
- ☐ **7. Get to inbox zero.** Built into OptMsg Archive what's done and delete what you don't need. A short inbox means fewer wrong clicks.

PRIVATE

- ☐ **8. Be choosy about who gets your address.** OptMsg goes further Sign-up sites leak and sell it. With OptMsg, keep one address and approve who gets in.
- ☐ **9. Know who reads your email.** Built into OptMsg Read your provider's privacy settings and turn off what you don't want.

FIGHT BACK

- ☐ **10. Choose who can reach your inbox.** Built into OptMsg With OptMsg, only people you approve can reach your inbox. Everyone else goes to Trash.

☐ **Bonus: help someone you love do the same.** Sit down with a parent or grandparent this week and go through this list together. It takes about half an hour.

Got a scam email? Forward phishing emails to reportphishing@apwg.org. Report fraud at [ReportFraud.ftc.gov](https://www.reportfraud.ftc.gov). Report losses to the FBI at [ic3.gov](https://www.ic3.gov). Lost money? Call your bank first.