



# Best Practice When Using Email



1. Ensure that you are emailing the correct address. When sending emails remember to double-check the address of the recipient(s) and pause to be sure before pressing 'send'.
2. Avoid using email for filesharing activity. Use Microsoft OneDrive or SharePoint instead. This is very important if you are sending sensitive or confidential data.
3. When emailing large numbers of recipients use the 'BCC' field to prevent recipients from identifying one another.
4. Stay vigilant. Keep an eye on your email account and be aware of potential phishing scams. Never open an email attachment or click on a link from an untrusted source. If you see something unfamiliar it could be a sign that your account has been compromised - contact [itservicedesk@tcd.ie](mailto:itservicedesk@tcd.ie).
5. When updating your login password avoid using easy-to-guess passwords or passwords that are similar to previous versions.
6. Clear out your mailbox to reduce clutter. Organise emails into secure folders and delete excessive and duplicate data.
7. Use a Confidentiality Note with your email signature. Contact [dataprotection@tcd.ie](mailto:dataprotection@tcd.ie) for a template version.
8. Do not use personal email accounts for College purposes.
9. If using your phone / tablet for sending and receiving emails make sure that the passcode is activated.
10. Contact [dataprotection@tcd.ie](mailto:dataprotection@tcd.ie) immediately in the event of an incident involving personal data loss or disclosure.

