



Email remains one of the easiest ways to communicate with family, friends, businesses, and organizations. It can also be one of the biggest targets for scams.

The good news? You don't need to be an expert. By learning a few good habits, you can enjoy email safely and confidently.



RGE Tip

Your Inbox is like your home mailbox.

- Open what you expect.
- Be cautious with unexpected mail.
- Throw suspicious items away without opening them.



Mac Note

Most ideas in this guide work the same whether you use:

- Gmail
- Outlook
- Apple Mail
- Yahoo Mail

The buttons may look different, but the concepts are nearly identical.



EVERYDAY TASKS

Reading Email



- Open your Inbox
- Click a message once to read it
- Close it when finished

Replying



Reply

- Sends a response only to the sender.



Reply All

- Sends your response to everyone included.

Use Reply All only when everyone truly needs your response.



Composing a New Email

A good email includes:

1. Subject – A short description of your message.
2. Greeting – "Hi Mary,"
3. Body – Keep it short and friendly.
4. Closing – "Thanks," or "Best regards,"
5. Your name



Attachments



You can attach:

- Documents
- Photos
- PDFs

Always double-check that the attachment is included before pressing Send.



Searching Your Mail

Instead of scrolling endlessly...

Use the Search box.

Search by:

- Name
- Email address
- Subject
- Word inside the message



USEFUL SKILLS

Organizing Your Inbox



Create folders or labels for things like:

- Bills
- Travel
- Medical
- Family
- Taxes
- Important Receipts

Finding emails later becomes much easier.



Recognizing Spam

Delete messages that promise:

- Free money
- Urgent account problems
- Unexpected prizes
- Cryptocurrency riches
- "Act immediately!"

If it sounds too good to be true...
...it almost always is.



Before Clicking Links

Ask yourself:

- Do I know this sender?
- Was I expecting this?
- Does the email seem rushed or threatening?
- Would I rather visit the company's website directly?

When in doubt...

Don't click.

Large Attachments



Photos and videos can be very large.

Instead of attaching dozens of pictures, consider sharing them through:

- OneDrive
- Google Drive
- iCloud



ADVANCED TOPICS



Two-Factor Authentication (2FA)

2FA adds a second layer of protection. Even if someone learns your password... they still cannot access your account without your phone or authentication app. It's one of the best security upgrades you can make.



Phishing

Phishing emails try to fool you into giving away:

- Passwords
- Bank information
- Credit card numbers
- Personal information

Remember:

Legitimate companies rarely ask for sensitive information by email.



Managing Multiple Accounts

Many people have:

- Personal email
- Work email
- Shopping email



Keeping these separate helps reduce clutter and improves security.



HOW TO GET STARTED

This week, try these five tasks:

- ✓ Create one email folder
- ✓ Delete old spam
- ✓ Learn how to search your Inbox
- ✓ Enable Two-Factor Authentication
- ✓ Slow down before clicking unexpected links



IMPORTANT SAFETY REMINDERS

- ✓ Never share passwords through email.
- ✓ Be suspicious of urgency.
- ✓ Verify unusual requests by phone.
- ✓ Don't open unexpected attachments.
- ✓ Keep your email app updated.



RGE GOLDEN RULE

Treat every unexpected email as a stranger knocking at your front door.

Be polite. Be cautious. Verify before opening the door.



RGE PHILOSOPHY

Technology should help people stay connected—not make them anxious.

A few simple email habits can prevent hours of frustration and greatly reduce the risk of scams.



REMEMBER...

Email is a wonderful tool for connection, information, and convenience.

Use it wisely, stay alert, and enjoy the peace of mind that comes with good habits.

