

PLUMAS COUNTY TECH TIPS

WHAT YOU NEED TO KNOW ABOUT TECHNOLOGY TODAY



INSIDE THIS ISSUE:

5 REASONS NOT TO USE YOUR
WORK EMAIL FOR PERSONAL
BUSINESS - **2**

A FEW OF THE BEST WAYS TO
ORGANIZE EMAILS IN
OUTLOOK- **3**

CONTACT US:

HANIF - (530) 283-**6263**

MELODIE - (530) 283-**6147**

JEREMIAH - (530) 283-**6335**

GREG - (530) 283-**6336**

Cybersecurity Awareness Training - Coming to you soon!

Cybercrime has gone pro. More than ever, users can be the weak link in our network security. We need to be trained and then stay on our toes, keeping security top of mind. As employees, we are frequently exposed to sophisticated social engineering attacks.

KnowBe4's Enterprise Awareness Training Program will provide us with a comprehensive new-school approach that integrates baseline testing using mock attacks, engaging interactive web-based training, and continuous assessment through simulated phishing and vishing attacks to build a more resilient and secure organization. More information will be coming in an email soon!

5 Reasons Not to Use Your Work Email for Personal Business

When you become a County of Plumas employee, you are assigned a Plumas County email address. But just because it has your name on it, that doesn't mean it's yours.

It's tempting to start using this convenient new address everywhere. Need to sign up for Netflix or Amazon? Why not use your work email account? Everyone does it. There are probably hundreds of thousands of .gov, etc. email addresses that have been used on Netflix alone. Here are some reasons not to use your work email as a personal mail account:

- **If you leave your job, it can be difficult to recover an account.** You may eventually decide to leave your current job. When that happens, you will lose access to your work email account. If you've used it to sign up for a site like Amazon, you may find that if you forget your password, you might have a difficult time recovering. Many password reset requests go to your registered email account.
- **If you work for the Federal or State Government, your emails may be subject to Freedom of Information Act Requests.** Private individuals could have their email become part of a corporate lawsuit. If you work for the government (as we all do), your emails are potentially public record. If a citizen files a FOIA request, they would possibly be able to see your private correspondence as well as what accounts you have set up online. The same goes for a private individual with a corporate email address. If the company gets sued, your email could become part of the discovery process in the lawsuit. That means that your private emails could be turned over to attorneys and become part of a public record. That could be pretty embarrassing.
- **Your boss can see your company emails.** In the United States, you generally don't have an expectation of privacy when it comes to your work email address. If your company has a reason to look through your company email, they probably can. You'd never even know. You don't want your boss to know where you shop or what you do in your free time.
- **Your email address is the door to your private life.** You need to have an email address to sign into social media accounts. You even need an email address as a backup for other another email address. This is a good reason to use strong passwords. It's also a reason to never sign up for personal or private accounts with an email account you don't own. If your work email is tied to your social presence, someone who takes over your company mail account could use that access to gain control of your social media accounts.
- **Corporate email accounts are easy targets for spam and viruses.** Corporate email addresses are easy to find. They are usually listed right on the company website. Scammers and hackers gather these email addresses and try to exploit them. They try to hack your password or send phishing attempts that will expose your email account to the hacker. From there, they have access to your personal data.

Keeping a private, anonymous email address through any other email service is the best way to keep your work life and your personal life separate. Your boss can't see your private emails, hackers are less likely to come across your address randomly, and you'll keep ownership of the account.

A Few of the Best Ways to Organize Emails in Outlook

If you suffer from a bloated inbox these tips will change your life for the better. It's not complicated to apply these tips, nor does it take a lot of time. I employ them and most of my friends do too, now it's your turn.

Sort emails by priority

This is where folders come in handy. Categories can help here too, but folders will really help you sort your inbox and group them into similar email collections.

When looking at your inbox, you should be able to judge which emails are a high priority and which ones can wait a little longer.

How you choose to order your emails into folders is entirely up to you and your preferences, but of course, we have some recommendations.

Create a few different folders that are similar to the following:

- To do: emails that need to be answered or dealt with but that aren't highly urgent.
- Follow up: a reminder folder for emails you need to follow up on if you're waiting for a reply or for further information.
- Later: for emails that aren't urgent at all or don't require a response, but that you'd like to review at a later date when you have more time.

Another recommendation is to leave your high-priority messages in your inbox so that they're the first thing you see when opening Outlook. This is where you can use categories to mark an email as urgent.

Aside from the standard categories listed above, you can also create folders for very specific ones.

For example, if there's a special project you're working on, you can create a folder for it or a designated folder for email conversations with a certain manager or coworker.

Create automatic rules

Wouldn't it be nice to have your Outlook incoming emails set into specific folders automatically? Well, it's your lucky day, because I have a way for you to do just that with automated Outlook rules.

Automated rules will help filter and sort emails when they come into your inbox. Creating rules helps emails land in the right folder so that they avoid distracting you from the high-priority messages you still have in your inbox.

You can create rules so that emails from a specific sender will always go to a designated folder, or emails with a set word or phrase in the subject line will go to a certain folder.

Alternatively, if you're regularly getting spam messages that land in your inbox, you can set them to go to the trash folder (just be careful that you don't accidentally send important memos from your boss to the trash as well).