

Email Handy Hints

There are some basic rules to follow to help you decide if an email is safe to open.

- If you know the sender and the subject is something that seems normal, it will likely be safe to open.
- If it is from a company that you know, the email address looks correct and the subject seems normal, it will likely be safe to open.

Warning Signs

If you see one or more of these things, it may mean the email is unsafe to open:

- an unknown or strange-looking email address
- an email address pretending to be something else (e.g. instead of **teacher@twinkl.co.uk**, the address might say **twin.kl.teacher@net.uk**)
- spelling mistakes in the subject or a strange subject title

