



Email is often considered a potential cybersecurity vulnerability as a primary communication channel in Academy. Sending personal, sensitive, or confidential information via email could lead to serious security breaches.

Here are some precautions to take before sending an email:

- **Choose the correct sender.** If you manage several accounts in your email platform, make sure you have selected the right sender.
- **Verify the recipient address is correct.** Check that you are not accidentally sending the email to another user with the same name.
- **Password-protect** any personal, sensitive, or confidential files before sending them via email.
- **Do not include the password in the same email** with the password-protected files.
- **Avoid including personal, sensitive, or confidential information unless absolutely necessary.**
- In our Academy email system, there is an "**External**" tag when receiving an email from outside the organization.
- Use the **BCC** field to avoid exposing recipients' email addresses.