

Guarding Your Inbox: Why Your Work Email Should Stay Professional

In today's age, email has become a key tool for communication in the workplace. We've all experienced an unexpected flash sale, and it can be tempting to use your work email for personal matters. However, before you view or click send, take a moment to think about why keeping work and personal emails separate is important. Kind of like keeping candy out of your salad, it's a simple step that helps maintain a healthy, organized life and career. Here's a few reasons why keep your professional and personal email should be separate:



1. Security Concerns

Using your work email for personal reasons can expose significant security risks. Work email accounts are frequently targeted by attackers because of the valuable information they contain. Cybercriminals can easily obtain personal information, enabling spear phishing attacks. Spear phishing is a targeted phishing attack where scammers send personalized, deceptive messages often impersonating a trusted contact. Additionally, there is an increased risk of phishing attacks disguised as legitimate emails. These attacks are designed to trick employees into revealing confidential information. By limiting email use to professional communication, we reduce the chances of falling victim to such attacks.

2. **Privacy Issues**

Personal information or communications stored alongside professional emails can expose private details to risks. Financial data, personal conversations, or sensitive documents may be accidentally exposed through security breaches or email forwarding. To protect your privacy, it's safer to use a personal email account for personal matters.



3. **Professionalism**

Keeping work and personal communications separate helps maintain a professional image. Using your work email only for business-related matters ensures that messages stay clear, focused, and appropriate for the workplace environment. By separating the two, you demonstrate respect for professional boundaries and contribute to a more organized and efficient workflow.

Using work email only for professional purposes helps protect our network, safeguards personal and company data, and promotes a professional, secure work environment. Guard Your Inbox Like It's the Last Donut in the Break Room.

Best Regards,
Information Security Team