Extract from staff newsletter

'Friday Takeaway' 20 December 2019

Email fail

Ever sent an email to the wrong
person? Remember the horror at
realising what you've done? How do
I stop it? How do I recall it?
Who have I actually sent it to?
Then realising you've got to log a data breach…

Here are three quick tips to help prevent this happening and to give yourself time to act before the message leaves our servers, if it does.

- **Autofill** – You can turn it off or empty regularly. Scroll to 'Turn off the Auto-Complete List' to see how to do it. If you don't want to do this, please ensure you check the addressees before you send the email as this is the biggest cause of emails going to the wrong recipient.
- **Send delay** – You can delay the sending of all your messages by a short time. They will sit in the outbox and can be deleted before the delay ends. Delay the delivery of all messages.
- **Mailtips** – We've set up Mailtips alerting you if you enter an external email address in the 'to' field. You will see a red cross at the top of the screen to draw your attention to the issue and enable you to check who it's going to.