Farm Email Security Checklist

An email security checklist for farm offices, helping owners and staff check logins, spam filters, and habits that stop scams. Print a copy, check off each item as you complete it, and keep the sheet with your records.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Strong unique email password	☐	☐	☐
Two-step sign in turned on	☐	☐	☐
Spam filter active	☐	☐	☐
Staff know how to spot phishing	☐	☐	☐
Recovery phone and email current	☐	☐	☐
Old accounts closed	☐	☐	☐
Forwarding rules checked	☐	☐	☐
Suspicious emails reported	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Call the sender on a known number before acting on any email that asks for money or logins.