

## What's the big deal if...



*...I don't know what a phishing e-mail looks like?*

<b>Why it is a big deal</b>
<ul style="list-style-type: none"><li>You're putting our department's electronic network at risk if you get tricked into clicking on an infected link or attachment. You could accidentally download spyware or malware</li></ul>
<b>Scenario</b>
You receive an e-mail with the subject line "Urgent Matter" and there's a link to a PDF file. It might be about that new contract you're working on, but you're aware it could be fake. What clues do you look for to determine if it's a phishing e-mail?
<b>Possible actions (vote on the correct answer)</b>
<ul style="list-style-type: none"><li>Option 1: Time stamp, signature block, spelling and grammatical errors, generic greeting</li><li>Option 2: Subtle changes to e-mail domain names</li><li>Option 3: Hover your mouse over the link to see the true path of URL</li></ul>
<b>Explanation</b>
<ul style="list-style-type: none"><li>Options 1, 2 and 3 are right! These are just some of the clues that an e-mail is fake</li><li>You need to examine all of these components together. If something is off, then report the e-mail using the Outlook button "Report this E-Mail-Phishing".</li></ul>
<b>Key take-aways</b>
<ul style="list-style-type: none"><li>Phishing e-mails are one of the most common methods that cybercriminals use to steal information, so you need to know how to recognize them</li><li>Open e-mails from unknown sources with extreme caution. Perform HALT to help you determine if it is a legitimate e-mail</li><li>If the e-mail seems fishy to you, it probably is! Do not reply, do not click on any links, and do not open attachments. Report it using the Outlook button "Report this E-Mail-Phishing", and then delete the e-mail</li><li>If you think that the e-mail might be real, but you're unsure and don't want to delete it prematurely, verify the sender's e-mail address or telephone number through another method (e.g. GEDS, Outlook Directory). Then call or send them a new e-mail and ask if the message was legitimate</li></ul>
<b>More information</b>
<ul style="list-style-type: none"><li><a href="#">Put a HALT to Phishing</a></li><li><a href="#">Spam and Phishing</a></li></ul>