



Check before you click:

1 FROM:

- Is the sender's email address correct for someone I ordinarily communicate with?
- Is this email from outside my organization and not related to my job responsibilities?
- Is the email from someone I work with but is unusual or out of character?
- Is the sender's email address from a suspicious domain? Possibly a misspelling of a familiar website like *micorsoft-support.com*?
- Do I have a business relationship or past communications with the sender?
- Does the email have an embedded hyperlink or attachment from someone I hadn't communicated with recently or at all?
- Do I know the sender personally?

2 TO:

- Was I cc'd on an email sent to one or more people who I don't personally know?
- Was the email sent to an unusual mix of people, like a seemingly random group of people whose last names start with the same letter, or a whole list of unrelated addresses?

3 DATE:

- Was the email sent at an unusual time like 3:00am?

4 SUBJECT:

- Is the subject line irrelevant or does not match the content?
- Does the subject line make sense coming from the sender?
- Does the email subject seem to be a reply to a message I never sent or requested?

5 CONTENT:

- Is the sender threatening me with a negative consequence?
- Is the email out of the ordinary, or does it have bad grammar or spelling errors?
- Is the sender asking me to click a link or open up an attachment that seems odd?
- Do I have an uncomfortable gut feeling about the request to open or click a link?
- Is there an attachment in an email from a company who never sends attachments, like the IRS, banks, UPS, FedEx, airlines?
- Does the message ask for personal information or to wire transfer funds?
- Does the offer seem too good to be true?

6 HYPERLINKS:

- When I hover my mouse over a hyperlink that's displayed in an email message, does the link to the address show a different website than the email sender? BIG RED FLAG. Always hover to check the link address!
- Did I received an email that only has long hyperlinks with no further information?
- Did the hyperlink misspell a familiar web site name? For example: *www.banofarnerica.com* ("m" replaced by two characters "r" & "n").

7 ATTACHMENTS:

- Did the sender include an email attachment that I was not expecting or that makes no sense in relation to the email message?
- Is there an attachment with a possibly dangerous file type? The only file type that is always safe to click is a .txt file.
- Does the email contain a .zip or .exe attachment? Legitimate emails never send .zip or .exe attachments. Never open them.