

Email: Red Flags

Checking your emails for unusual activity and scams should be standard practice.

Use these tips to build good email habits.

Outsmart the cons!

FROM

- I don't recognize the sender's email address as someone I regularly email
- This email is from someone outside my organization and it not related to my responsibilities
- This email was sent from someone inside the organization or from a customer/vendor and is out of character
- Is the sender's email address from a suspicious domain?
- I don't know the sender personally and they were not vouched for by someone I trust
- I don't have a business relationship or have ever communicated with the sender
- This is an unexpected or unusual event with embedded hyperlinks or an attachment

DATE

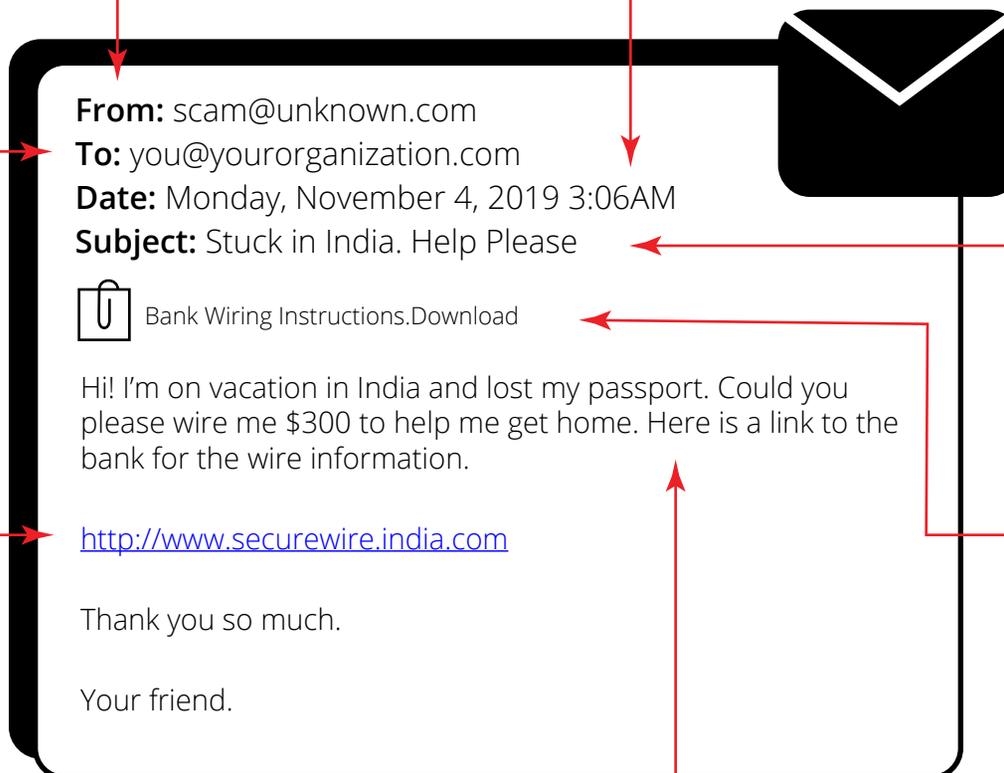
- Did I receive an email that I normally would get during business hours, but sent at an unusual time?

TO

- I was cc'd on an email sent to one or more people, but don't personally know the other people sent to
- I received an email that was also sent to an unusual mix of people

HYPERLINKS

- I hover my mouse over a hyperlink that's displayed, but the link-to address is for a different website
- I received an email that only has long hyperlinks with no further information
- I received an email with a hyperlink that is a misspelling of a known website



SUBJECT

- Did I get an email with a subject line that is irrelevant or does not match the message?
- Is the email message a reply to something I never sent or requested?

ATTACHMENTS

- The sender included an email attachment that I was not expecting or makes no sense in reference to email content
- This sender doesn't regularly send this type of attachment
- I see an attachment with a possible dangerous file type
- The only file type that is always safe to click on is a .txt file

CONTENT

- Is the sender asking me to click on a link or open an attachment to avoid a negative consequence or gain something of value?
- Is the email out of the ordinary, or does it have poor grammar or spelling errors?
- Is the sender asking me to click a link or open an attachment that seems odd or illogical?
- Do I have an uncomfortable gut feeling about the sender's request to open an attachment/link?
- Is the email asking me to look at a compromising or embarrassing picture of myself or someone I know?