DTIPS FOR DETECTING A PHISHING EMAIL

Cyber criminals might send an email that looks legitimate, known as a phishing email, but you can take steps to avoid the traps

Fri 5/24/2019 10:35 AM office-365@security.onmicrosoft.com Re: Your Office 365 acount is about to be deleted To: XXXXXXXXX invoice.pdf 2 M8 CONTAINS VIRUS	FAKE EMAIL ADDRESS
Office 365	Microsoft
Your Office 365 Business Essentials TOO GENERIC Sign in to the Office 365 Admin center To Pay your Invoice due now View this message in the Office 365 message center To customize whats included in this email, who gets it, or to unsubscribe, set Edit release preferences	URGENCY http://66.160.154.156 /invoice Click or tap to follow link. set your Message center preferences.
Choose the release track for your organization. Use these settings to join Fi Microsoft respects your privacy. To learn more, please read our <u>Privacy Statement</u> . Microsoft Corporation One Microsoft Way Redmond, WA, USA 98052 <u>Unsubscribe</u>	irst Release if you haven't already.

WATCH FOR OVERLY GENERIC CONTENT AND GREETINGS Cyber criminals will send a large batch of emails. Look for examples like "Dear valued customer."

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EXAMINE THE ENTIRE FROM EMAIL ADDRESS

The first part of the email address may be legitimate but the last part might be off by letter or may include a number in the usual domain.

LOOK FOR URGENCY OR DEMANDING ACTIONS "You've won! Click here to redeem prize," or "We have your browser history pay now or we are telling your boss."

CAREFULLY CHECK ALL LINKS

Mouse over the link and see if the links destination matches where the email implies you will be taken.

5 NOTICE MISSPELLINGS, INCORRECT GRAMMAR, & ODD PHRASING This might be deliberate attempt to try to bypass spam filters.

6 CHECK FOR SECURE WEBSITES

Any webpage where you enter personal information should have a url with https://. The "s" stands for secure.

7 DON'T CLICK ON ATTACHMENTS RIGHT AWAY

Virus containing attachments might have an intriguing message encouraging you to open them such as "Here is the Schedule I promised."

