

# Red Flag Emails

## TO:

- I was cc'd on an email sent to one or more people, but I **don't personally know** any of the other people it was sent to.
- I received an email that was also sent to an **unusual mix of people**. Eg. A seemingly random group of people at your organization whose last names start with the same letter, or a whole list

**DATE:** Did I receive an email that I normally would get during business hours, but it was **sent at an unusual time** like 3am?

## SUBJECT:

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

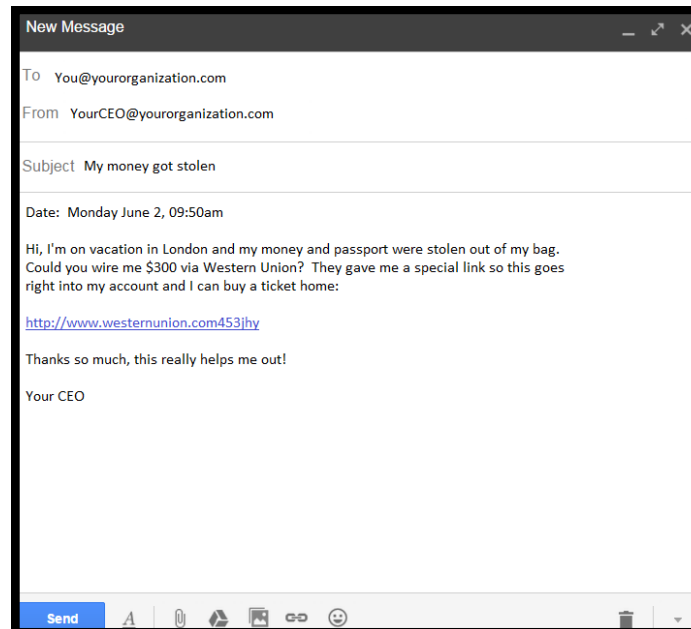
## CONTENT:

- Is the sender asking me to click or open an attachment to **avoid a negative consequence**, or to **gain something of value**?
- Is the email **out of the ordinary**, or does it have **bad grammar** or **spelling errors**?
- Is the sender asking me to click on a link to open up an attachment that **seems odd or illogical**?
- Do I have an **uncomfortable gut feeling** about the sender's request to open an attachment or click a link?
- Is the email asking me to look at a **compromising or embarrassing picture** of myself or someone I know?
- Is the sender asking me to **reset my password** or to **confirm my personal information** for an account?
- Is the sender telling me I missed a package delivery, but **I wasn't expecting** any packages?

## FROM:

- I don't recognize the sender's address as someone **I ordinarily communicate with**.
- This email is from **someone outside my organization, and it's not related to my job responsibilities**.
- This email is from **someone inside the organization**, or from a customer, vendor, or partner, and is **very unusual or out of character**.
- Is the sender's email address **from a suspicious domain**? (Like micorsoft-support.om)
- **I don't know the sender personally** and they **were not vouched for** by someone I trust.

- **I don't have a business relationship** nor any **past communications** with the sender.
- This is an **unexpected or unusual email** with an **embedded hyperlink or an attachment** from someone I hadn't communicated with recently.



## HYPERLINKS:

- I hover my mouse over a hyperlink that's displayed in the email message, but the **link to the address is for a different website**. (This is a **huge** red flag)
- - I received an email that only has **long hyperlinks with no further information** and the rest of the email is completely blank.
- I received an email with a **hyperlink that is a misspelling** of a known website. (eg. www.bankofarnerica.com—the "m" is really 2 characters—"r" & "n")

## ATTACHMENTS:

- The sender included an email attachment that **I was not expecting** or that **makes no sense** in relation to the email message.
- This sender **doesn't normally send me** these types of attachments.
- I see an attachment with a **possibly dangerous file type**. The only file type that is always safe to click on is a .TXT file