

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 ransom group of people at your organization whose last names start with the same letter, or a whole list.

DATE/TIME:

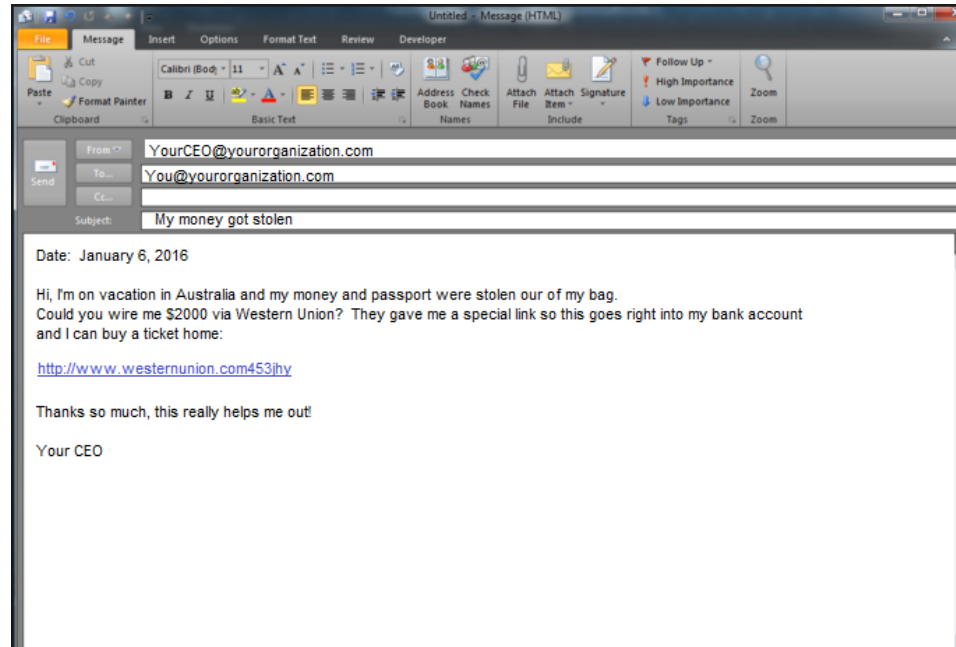
- I received an email that I normally would get during business hours, but it was **sent at an unusual time** like 3am, or on the weekend

HYPERLINKS:

- When I **hover my mouse over the hyperlink** that's displayed in the email message, **the link to the address is for a different website**. *****Major Red Flag*****
- I received an email that **only has long hyperlinks with no further information**, and the rest of the email is blank.
- The email has a **hyperlink that is a misspelling of a known website**.
Eg. www.bankofamerica.com—the "m" is really 2 characters, "r" & "n".

CONTENT:

- The sender is asking me to click or open an attachment to **avoid a negative consequence, or to gain something of value**.
- The email is **out of the ordinary**, or it has **bad grammar or spelling errors**.
- The sender is asking me to click on a link to open up an **attachment that seems odd or illogical**.
- I have an **uncomfortable gut feeling about the sender's request** to open an attachment or click a link.
- The email is asking me to look at a **compromising or embarrassing picture** of myself or someone I know.
- The sender is asking me to **reset my password or to confirm my personal information** for an account.
- The sender is 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.
- The email is **from someone outside my organization**, and/or it's not related to my job responsibilities.
- The email is from **someone inside the organization, or from a customer, vendor, or partner, and is very unusual or out of character**.
- The sender's address is **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.

SUBJECT:

- I received an email with a subject line that is **irrelevant or does not match the content**.
- The email message is 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 relation to the email message.
- This **sender doesn't normally send me these types of emails or 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.



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