

Don't Take the Bait!

# ANATOMY OF A PHISHING EMAIL

Red flags to help you recognize common phishing attacks.

## FROM

- Sender's email address is someone with whom you ordinarily don't communicate.
- This email is from someone outside of your organization and is not related to your job.
- The sender's email address is from a suspicious domain like micorsoft-support.com (spelled wrong).
- You don't have a business relationship or any past communication with the sender.

## TO

- You received an email that included other people, but you don't know those other people.
- You received an email that was sent to an unspecified or blind list.

## DATE

- You received an email that normally would be sent during regular business hours, but it was sent at an unusual time.

## SUBJECT

- You received an email with a subject line that does not match the message content.
- The email message is a reply to something you never sent or requested.

## CONTENT

- The sender asks you to click on a link or open an attachment to avoid a bad consequence or gain something.
- The email is out of the ordinary or has bad grammar or spelling errors.
- The email requests an unusual action and has a sense of urgency.
- You have an uncomfortable feeling about the sender's request to open an attachment or click on a link.
- The email refers to a compromising or embarrassing picture of you or someone else.
- The sender asks you to violate established policies or practices.

From: YourManager@YourTown.org  
To: You@YourTown.org  
Date: Tuesday, March 3, 2020  
Subject: My money got stolen

Hi, I'm on vacation and my passport and money was stolen. Could you wire me \$300 via Bank of America? They gave me a special link so this goes right to my account and I can buy a ticket home:  
<http://www.bankofamerica.com>

Thanks so much. This really helps me out!

Your Manager

## HYPERLINKS

- When you hover your mouse over the hyperlink that's displayed on the email message, the link-to address shows a different link.
- You received an email that only has hyperlinks, but no further information.
- You received an email with a hyperlink that is a misspelling. For instance, [www.bankofarnerica.com](http://www.bankofarnerica.com) the "m" is two characters – "r" and "n" – which can appear correct if not looked at closely.

## ATTACHMENTS

- The sender included an email attachment that you were not expecting or that makes no sense in relation to the email message.
- You see an attachment with a possibly dangerous file type. The only file type that is always safe to click on is a .txt file.

