

BEWARE OF PHISHING!



To avoid the phishing schemes, please observe the following email best practices:

Do not click on **Links or Attachments** from senders that you do not recognize.
Be especially wary of .zip or other compressed or executable file types.



- Do not provide sensitive personal information (*like usernames and passwords*) over email.
- Watch for email senders that use suspicious or misleading domain names.
- Inspect URLs carefully to make sure they're legitimate and not imposter sites.
- Do not try to open any shared document that you're not expecting to receive.
- If you can't tell if an email is legitimate or not, please [INSERT COMPANY PROTOCOL].
- Be especially cautious when opening attachments or clicking links if you receive an email containing a warning banner indicating that it originated from an external source.