










Think Before you Click

Remember the Red Flags - Tips for Email

-  **Who is the email from?** Do you recognize the sender? Is it expected and does the domain match?
-  **Who is it to?** Do you know any others on the CC list? Is it a group of random names?
-  **Check the date and time.** Was it sent during normal business hours?
-  **Does the subject line match the content?**
-  **Did you request this email?**
-  **Does the content ask you to click on a link or open an attachment?**
-  **Does the email have spelling errors and/or poor grammar?**
-  **Did you request this attachment?** Does that person normally send attachments? Is it a .TXT file?
-  **Does the hyperlink match the website?** Is it spelled correctly? Is there just a link in the email?



In this day and age of ransomware, viruses and hacking, you can't be too careful with your email.

Stay safe out there.