

# 10 Tips to Protect Your Organization

1

## CHECK THE SENDER

Expand the email address to make sure it appears legitimate.

2

## HOVER BEFORE YOU CLICK

Verify the link address matches the description.

3

## BE SKEPTICAL OF URGENCY

Phishing emails use urgency to bypass better judgment.

4

## BE CAUTIOUS WITH ATTACHMENTS

An attacker can quickly install malware through intriguing attachment names.

5

## CHECK THE SPELLING

Malicious emails are known for bad grammar and spelling.

6

## CHECK THE EMAIL SIGNATURE

Most sincere senders include a full email signature that matches their address.

7

## PROTECT PERSONAL INFORMATION

Legitimate companies rarely ask for personal information via email.

8

## CHECK FOR VAGUE INTRODUCTIONS

“Valued customer” or similar intros are signals the email is from an outsider.

9

## TRUST YOUR GUT

If something seems slightly off, make a call or report the email.

10

## REPORT, REPORT, REPORT

Tech support and management would rather check suspicious emails than have the organization put at risk.

Over  
**90%**

of malware received is by email

**30%**

of phishing messages get opened by targeted users

Phishing accounts for over

**90%**

of data breaches

