

Stop Cybercrime

Be vigilant when opening your emails

What to look out for...

TO

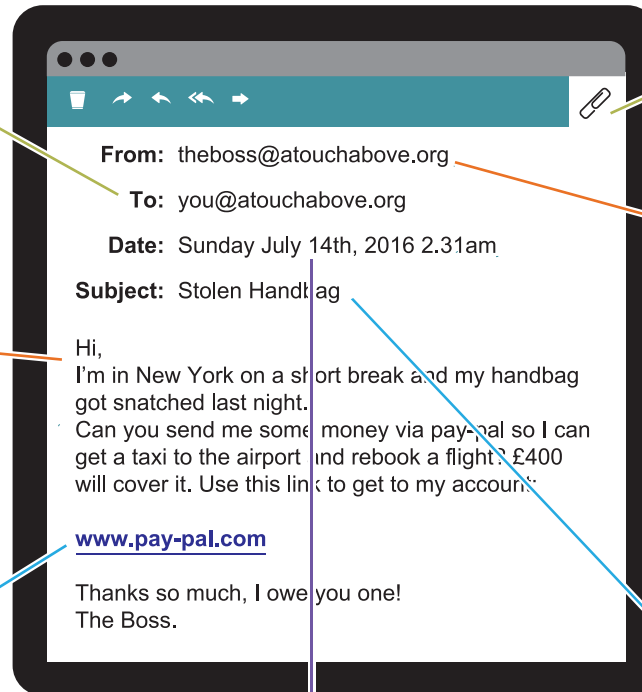
- I was cc'd on this email along with other recipients, but don't know anyone else on the copy list.
- This email was sent to an unusual mix of people. E.g. a group of colleagues whose surnames start with the same letter, a list of unrelated addresses or includes a non-existent company address.

CONTENT

- I'm being asked to open a link or attachment to prevent something bad happening or gain something of value.
- The email is unusual and has poor grammar or spelling mistakes.
- The link or attachment seems strange or makes no sense in the context of my work.
- I feel uneasy about the sender's request to open a specific link or attachment.
- I'm being asked to view a compromising image of myself or someone I know.

HYPERLINKS

- If I hover over a typed hyperlink in the email, the displayed link is for a completely different URL.
- The email contains nothing other than long hyperlinks; the rest of the email is blank.
- The email contains a hyperlink that is a misspelling of a known website, e.g. www.hbsc.co.uk or www.pay-pal.com.



ATTACHMENTS

- The email includes an unexpected attachment or an attachment that doesn't relate to the email message.
- This sender doesn't normally send me attachments or this sort of file.
- The attachment could be a dangerous file type.
- The only guaranteed safe file type is a .txt file.

FROM

- The email is from someone I don't tend to hear from.
- The email is unrelated to my job and is not from a fellow employee.
- The email is from someone I regularly work with but is out of character or very unusual.
- The sender's email address sounds suspicious – such as windows@microsoftsupport.org.
- I have never worked with the sender and don't work with them now.
- I unexpectedly received this email from someone I haven't heard from in a while.

DATE

- I'd normally receive this email during the 9-5 working day but it was sent at an unusual time.

SUBJECT

- The email's subject line is irrelevant or doesn't relate to the message inside the email.
- The email title is a reply to something I didn't send or request.