



Email Scam Red Flags Cheat Sheet

TO:

- I was cc'ed on an email to one or more people, but I **don't personally know** the other people it was sent to.
- I received an email that was also sent to an **unusual mix of people**. For instance, a seemingly random group of people at my organization who last names start with the same letter or a whole list of unrelated addresses.

SUBJECT:

- Did I get an email with a subject line that is **irrelevant or does not match the message content**?
- Is the email message a reply to something I **never sent or requested**?

DATE:

- Did I receive an email that I would normally get during regular business hours, but it was sent at an unusual time like 3am?

FROM:

- I don't recognize the sender's address as someone I **ordinarily communicate with**.
- This email is from someone **outside my organization and it's not related to my job responsibilities**.
- This email was sent from someone inside the organization or from a customer, vendor or partner, and is **very unusual or out of character**.
- Is the sender's email address from a **suspicious domain**? (like micorsoft-support.com).
- I **don't know the sender personally and they were not vouched for** by someone I trust.
- I don't have a **business relationship** nor any past communication with the sender.
- This is an **unexpected or unusual email** with an embedded hyperlink or an attachment from someone I hadn't communicated with recently.

CONTENT:

- Is there a **message of urgency** driving the request for action?
- Is the sender asking me to click on a link or open an attachment to **avoid a negative outcome or to take financial action**?
- Is the email out of the ordinary, or does it have **bad grammar or spelling errors**?
- Is the sender asking me to click a link or open **an attachment that seems odd or illogical**?
- Do I feel uncomfortable about the sender's request to open an attachment or click a link?
- Is the email asking me to look at a **compromising or embarrassing picture** of myself or someone I know?

ATTACHMENTS:

- The sender included an email attachment that I **was not expecting** or that makes no sense in relations to the email message. (This send doesn't ordinarily send me these types of attachments(s)).
- I see an attachment with a possibly **dangerous file type**. The only file type that is always safe to click on is a .TXT file.

HYPERLINKS:

- I hover my mouse over a hyperlink that's displayed in the email message, but the **link to address is for a different website**. (This is a **big red flag**.) I received an email that only has long hyperlinks with no further information and the rest of the email is completely blank.
- I received an email with a hyperlink that is a **misspelling of a known website**. For instance, www.bankofarnerica.com-the "m" is really two characters-"r" & "n."