



# EMAIL RED FLAGS



**From:** YourCEO@yourorganization.com  
**To:** You@yourorganization.com  
**Date:** Monday December 12, 2016 3:00 pm  
**Subject:** My money got stolen

Hi, I'm on vacation in London and my money and passport were stolen out of my bag. Could you wire me \$300 via Bank of America? They gave me a special link so this goes right into my account and I can buy a ticket home:

<http://www.bankofamerica.com>

Thanks so much. This really helps me out!

Your CEO



## FROM

- The sender is someone you don't recognize or normally communicate with.
- The sender is someone you know, but the message is unusual or out of character.
- The sender's email address is from a suspicious domain.
- The email is unexpected or unusual and contains a hyperlink or attachment.



## DATE

- The email is something you would expect during normal business hours, but it was sent at an unusual time, like 3 AM.



## HYPERLINKS

- Hyperlinks included in the email show a different link-to address when you hover over them with your mouse.
- The email only contains long hyperlinks with no further information.
- The email contains a hyperlink that misspells a known website.
- For instance, [www.bankofamerica.com](http://www.bankofamerica.com) - the "m" is really two characters - "r" and "n".



## TO

- You're cc'd on an email sent to people you don't know.
- The email is also sent to an unusual mix of people, such as a random group from your organization or a list of unrelated addresses.



## SUBJECT

- The subject line is irrelevant or doesn't match the message content.
- The email message is a reply to something you never sent or requested.



## ATTACHMENTS

- The sender includes an email attachment you aren't expecting or makes no sense with the message.
- The attachment is a possibly dangerous file type.



## CONTENT

- The sender urges you to click a link or open an attachment quickly to avoid something bad or gain something valuable.
- The email is out of the ordinary. It has poor grammar or spelling errors.
- The sender asks you to click a link or open an attachment that seems illogical.
- You have an uncomfortable gut feeling about the sender's request to open an attachment or click a link.



Check out our security webpage for more tips!

[tvacreditunion.com/security](http://tvacreditunion.com/security)

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