

Avoid becoming the **victim** of a **PHISHING ATTACK**

1

Hover over any links in the email to **check the URL** - if it doesn't look right, don't click it!

2

Check the sender – is the email address correct and in the right format, do you recognise it?

3

Don't open attachments that you weren't expecting

4

Don't open attachments in **file types that you don't normally receive**, for example HTML or EXE files

5

Never enter personal information into a form you open via an email link unless you are sure it is legitimate

USE CAUTION

If you weren't expecting an email but it looks like it came from a known sender, however you believe it could be suspicious, call them on their usual number (not the number in the email) and validate it first.

**Report anything suspicious
to your IT team.**

