

Phishing emails have always been and always will be a common threat that plagues users across the digital world. With these scams becoming increasingly harder to spot as hackers continuously grow smarter, RCS has compiled a quick guide filled with tips to help you become a phishing identifying expert! Whenever in doubt of the legitimacy of an email use this guide to help you decide if it's safe or not!



### Be Skeptical

Don't believe everything you see at first glance in your inbox! Many hackers mislead users by making the Headers, Display Names, and Subject Lines mimic well-known companies or by writing enticing offers to lure people in. If the offer sounds too good to be true or the Display Name doesn't match the domain name in the From section then proceed with great caution! It is most likely a trap.



### Look Don't Click

When you receive an email it's important to remember that you can preview the message without having to fully open it. This is a great tool to practice as it can allow you to potentially spot a dangerous email without having to possibly put your device at risk.



### Opening Attachments

Careful! Unless you know the sender and were expecting to receive an attachment then you should never randomly open them. Hackers often hide malicious viruses and other harmful material inside attachments, hoping users will open them.



### You've Won!

Won a prize but not sure how or why? Don't click! Emails that appear and offer you wonderful prizes are often phishing scams trying to win you over with empty promises of fortune and incredible prizes.



### Private Information

Never under any circumstances should you send private or sensitive information over email. It is best practice to never send credit card information, account numbers, or passwords over email to anyone! Emails generally are not a secure line of communication. Legitimate companies and businesses will never ask this of you and should the sender start asking for this information then this is a sure sign this is a scam.



### Spell Check

Businesses large and small take great pride and care into making sure all of their material both online and in print have excellent spelling and grammar. If your email has obvious and blatant misspellings with poor grammar it is safe to assume that that email is spam.



### Signature & Greeting

Be sure to observe and pay attention to how the email greets you! Impersonal emails that address you vaguely as "Valued Customer" and have a lack of contact details in the signature of the email are a potential phishing email! Businesses take great care to personalize emails and include contact details such as addresses, contact emails, phone numbers, departments, and at times logo imagery.



### Aggressive Language

Fear is a powerful tactic and tool hackers are using in order to scare users into doing what they want. Stay calm when you read messages with aggressive language such as "Your account has been suspended" or "Unauthorized login attempt has been made" as this is often a sign of a phishing attempt. Emails threatening to shut down your account should be further investigated by directly contacting the company they are claiming to be.



### Covering Expenses

When a message is requesting you to send payments of some kind in order to cover expenses for something you are to receive this is often a red flag! Proceed with caution and quickly delete the message. Even if the sender did not ask for money in the initial email, you should never send payments for fees and expenses via email unless you personally know the sender and know the source is legitimate.

## Remember!

Phishing emails can pose a serious threat and come in many disguises. If you ever have any other questions or have accidentally fallen victim to a hacker, don't hesitate to give RCS a call! We specialize in not only disaster prevention and business continuity, but also with solving any issue a hacker may have caused on your devices. With our partners, Resource Computer Solutions will provide customized services to each and every client and their unique needs. Call for a free consultation and start setting up your disaster recovery plan with us today.