

Phishing Red Flags Stop · Look · Report

Keep this by your desk. If a message makes you feel rushed, scared or curious, pause and check.



*We Make
I.T.
Happen!*

1 Look-Alike Sender

Check the **real address**, not the name. **yourcompany.com** is not yourcompany.com.

FINAL NOTICE: Invoice overdue
AP Accounts Payable <billing@yourcompany.com>
To: you · Today, 8:03 AM

2 Urgency & Threats

"Within 24 hours or else" is designed to make you **act before you think**.

Hello Customer,
Pay within 24 hours or your service will be suspended.

3 Links That Don't Match

Hover before you click (press and hold on a phone). Where does it really go?

Pay within 24 hours or your service will be suspended.
View Invoice
Goes to: **invoice-portal-secure.xyz**

4 Unexpected Attachments

Especially **.html**, **.zip**, or Office files that ask you to **"enable content"**.

AP Accounts Payable <billing@yourcompany.com>
To: you · Today, 8:03 AM
Invoice_4471.html
12 KB

5 Fake Sign-In Pages

Asked to sign in from a link? Check the **address bar**. When in doubt, go to the site yourself.

<https://yourcompany.mail-login-verify.com/signin>
Your Email
Sign in
to view your shared document
name@yourcompany.com
Password
Sign in
FAKE PAGE

6 Money Requests

The "boss" or a vendor needs a **wire, gift cards** or new bank details? **Call** to verify.

INVOICE #1047
Gulf Coast Office Supply (example)
Total due: **\$18,460.00**
PLEASE NOTE: our bank details have changed. Pay the new account:
Routing: 0XX-XXX-XX9
Account: XXXX-XXXX-4471

Use a number you already know, never the one in the message.

7 QR Codes, Texts & Calls

A QR code is a **hidden link**. Caller ID can be **faked**. Never share a sign-in code.

Action required: re-activate your multi-factor authentication
From Security Team: infosecurity@yourcompany-help.com
Scan the code below with your phone within 24 hours to avoid losing access.

IT Help Desk
(239) 555-0142
Caller ID can be faked
Decline Accept

8 Report It!

Outlook: **Report → Report phishing**. No button? **Tell I.T.** Don't forward it around.



Clicked? **Tell I.T. right away**. Reporting fast is never a mistake.



Good to Know

- **STOP:** rushed, scared or curious? That's the trap. **LOOK:** sender, links, attachments, the request. **REPORT** it.
- Typed your password into a strange page? **Change it now** and tell I.T. Deny sign-in prompts you didn't start.
- Real I.T. staff, banks and vendors **never** ask for your password or a sign-in code.



Need Help?

Contact Naples Computers
239-513-1960
We Make I.T. Happen!