

By the Global Information
Protection Department



STOP THINK CONNECT

Tips To **Think** About

- We all have lots to do and are often in a hurry. Don't feel the need to immediately respond to an email.
- When your email has an external message banner, that's a red flag to **stop** and **think** about the message before responding.

This message was sent from outside the organization

- If it's an internal request, pick up the phone and verify the request.
- Don't click on a link or URL if you're not familiar with it.
- Don't open attachments or download images from someone you don't know or trust or expect to receive.
- Look closely at the "From" address to see if it is an imitation of a legitimate address, especially from our business.
- Don't reply to senders that you don't know.
- We need to remain vigilant. Phishing emails are becoming more sophisticated and more persistent.

Reporting suspicious emails is easy...
Just select the email and click Phishme!

