

# Avoid Phishing Emails

WHAT TO LOOK OUT FOR TO STAY SAFE

## STEP 01

### Email Address

Does the email address match where it is meant to be coming from, and does it match the signature in the email.



## STEP 02

### Spelling & Grammar

Does the spelling and grammar align with the level expected of the person sending it to you. Does anything feel off?



## STEP 03

### Expected Contact

Is it normal that this person is contacting you, would it fit within your role?



## STEP 04

### Reasonable Request

Are they asking you to do something that is unusual (transfer money to someone unknown, or give out your password)?

