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**Familiarize yourself with phishing attacks  
HR & marketing teams**

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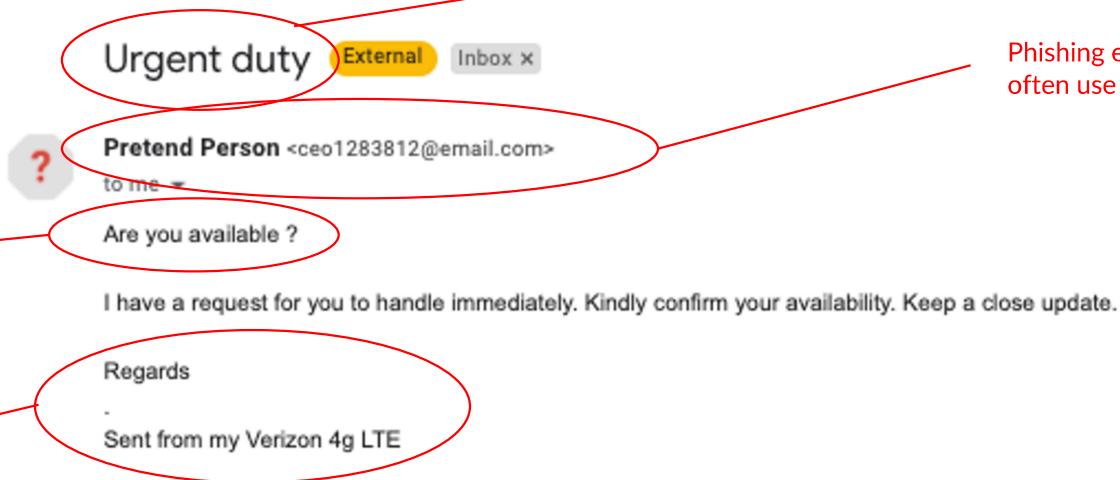
## **What is phishing?**

Phishing is the act of pretending to be someone, or something, to get information not usually available.

People can be gullible and curious and click on things they shouldn't - often a link will direct to a fake login page in an attempt to steal credentials.

# Learn to spot phishing emails

Email is requesting an action with urgency



Phishing emails will pretend to be someone. However, will often use an incorrect email address

Always be cautious - they can be as sophisticated as this...

The image consists of two side-by-side screenshots from a Google Mail inbox. On the left, a message from 'mn.us' is shown, stating that '[REDACTED] has shared a document on Google Docs with you'. The message was sent at 11:34 AM (14 minutes ago) and includes a link to 'Open in Docs'. On the right, a permissions dialog box from 'Google Docs' is displayed, asking for permission to 'Read, send, delete, and manage your email' and 'Manage your contacts'. The dialog also notes that by clicking 'Allow', the user is granting permission to use their information in accordance with Google's privacy policies. At the bottom of the dialog are 'DENY' and 'ALLOW' buttons.

GIF



## **How do we stop getting phished?**

If it's too good to be true it probably is.

Always be suspicious. Better safe than sorry.

Double check with other employees on a separate communication channel.

For example, in the rewards card phishing email, you could confirm by calling Rewards Services about the employee card being sent out before clicking on the email.



## **Remember to always:**

Check the URL of the website is correct.

Always be suspicious of any email requesting personal information.

Use a password manager to securely store unique passwords for each website.

Use a secondary/side channel to double check when someone requests you to do something.