

Phishing Awareness Guide for Businesses

Enhancing Security Through Awareness






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What is Phishing?

Phishing is a type of cyberattack where attackers impersonate trustworthy entities to trick individuals into providing sensitive information such as passwords, credit card numbers, or company data.

Phishing often happens through deceptive emails, fake websites, text messages, or even phone calls.

Common Signs of a Phishing Email

-  **Suspicious Sender Address:** The email appears to come from a trusted brand but the sender's address is strange.
 -  **Poor Grammar and Spelling Mistakes:** Legitimate companies rarely send emails with spelling errors.
 -  **Urgent or Threatening Language:** Messages urging "Immediate Action" to prevent account suspension or loss.
 -  **Unusual Links or Attachments:** Hyperlinks that don't match the legitimate website, unexpected file attachments.
 -  **Spoofed Websites:** Fake login pages designed to steal your credentials.
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How to Protect Yourself

- ☒ Always verify the sender's email address before responding.
 - ☒ Hover over links to preview the URL before clicking.
 - ☒ Avoid downloading attachments from unknown or unsolicited emails.
 - ☒ Enable Multi-Factor Authentication (MFA) wherever possible.
 - ☒ Report suspicious emails to your IT or Security team immediately.
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What to Do If You Suspect a Phishing Attempt

- ☐ Do not reply to or click on anything within the suspicious message.
 - ☐ Do not forward the email to other colleagues (unless instructed by IT).
 - ☒ Report the email using your company's designated reporting process.
 - ☐ Delete the email after reporting it.
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Simple Tips to Strengthen Email Security

1. **Use strong, unique passwords** for every account.
 2. **Enable MFA** (Multi-Factor Authentication) on all work-related services.
 3. **Stay updated** with regular cybersecurity training and awareness sessions.
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STOP – THINK – CLICK



Always pause and evaluate before you click on any email link or attachment!

