

Blue Horizon Office Supplies

Phishing Response & Identification Chart

Purpose: This chart guides staff in identifying, verifying, and reporting phishing attempts to protect company data and financial assets.

Common Phishing Indicators

Indicator	Meaning
Urgent or threatening language	Attackers try to force rash decisions.
Unexpected attachments	It could contain malware or trackers.
Suspicious links	Direct to fake login portals.
Mismatched email domains	Fake senders use unofficial addresses.
Requests for payments or credentials	Clear sign of fraud.

Immediate Steps

1. STOP — Do not click or respond.
2. VERIFY — Contact the sender through a known official method.
3. REPORT — Forward email to security@bluehorizon.com.
4. DELETE — Remove after reporting.

Extra Tips

- Hover over links before clicking.
- Avoid QR codes from unknown sources.
- Never confirm bank detail changes via email alone.