



Security-Awareness-Recommendations



Phishing Detection



Grammar and Greetings

Be alert to incorrect grammar and generic salutations such as "Dear Sir or Madam."



Unrealistic Promises

If an offer seems too good to be true, it's likely not genuine.



Requests for Confidential Data

Never share sensitive information in response to email requests. Legitimate institutions typically don't ask for such details through email.



Unknown Senders

Delete unsolicited emails from unfamiliar senders or services you're not familiar with. Refrain from opening them or clicking on links or attachments.



Time Constraints

Exercise caution with emails that pressure you for urgent actions. Scammers often create artificial urgency to coerce quick responses.



Incorrect Email Addresses and Domain Names

Inspect suspicious emails for accurate sender addresses and domain names. Acting impulsively might cause you to overlook subtle details.



Responding to a Security Incident



Suspicious

- If you observe anything suspicious, don't hesitate to contact us
- Our experts will thoroughly investigate the situation on your behalf.



Reporting

- It's recommended to report via phone or create a support ticket.
- We're committed to assisting you and finding a resolution.



Forwarding

- Kindly forward suspicious phishing emails to support@open-circle.ch.
- You can enhance your report by attaching screenshots to the support ticket for added context.



Password recommendations

12

Use at least 12 characters



Combination of uppercase letters, lowercase letters, numbers, and symbols.



Use mnemonics instead of Words



Employ a unique password for each account.



Use password managers for effective management.



Use Multi-Factor Authentication (MFA) if available.



Password Manager



What is a Password Manager?

- Stores and manages secure passwords
- Generates random, complex passwords



Benefits

- No need to memorize
- Prevents password reuse



How They Work

- Master password for access
- Secure storage of encrypted password data



Links

- Open Circle Password manager <https://www.open-circle.ch/en/solutions/password-manager>
- Check Email Address: <https://haveibeenpwned.com>
- Check password: <https://haveibeenpwned.com/passwords>
- National Cyber Security Center: <https://www.ncsc.admin.ch/ncsc/en/home.html>
- Information is beautiful: <https://www.informationisbeautiful.net/visualizations/worlds-biggest-data-breaches-hacks/>
- Phishing quiz: <https://phishingquiz.withgoogle.com/>