

# How to Spot a Phishing Email

Cyber Security Top Tips



Proven Innovation

## PHISHING

A cybercrime whereby individuals are targeted via email by someone fraudulently posing as a legitimate business to encourage them to reveal personally identifiable information, including passwords and bank details.

**Be alert, stay vigilant, don't give out important information.**

**It's always better to question a request than action it.**

Would the sender normally address you in this way?

Are there unusual spelling and grammar errors?

Hover over the link, where does it go? Would you expect the need for a link?

Is there a signature, would you expect to see one?

To: mr.teacher@yourschool.co.uk  
From: Mrs Headteacher <joe.bloggs@yoursch00l.co.uk>  
Subject: You've won!

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Dear Sir,

You've won the teacher of the term competition. 4 tickets to the theatre for you and 3 colleagues!

To get your tickets, please send the name, address and date of birth for each of your guests to this secure link.

Leave your details by midday today or the prize will roll over to next term.

Well done!

Mrs Headteacher

Does the 'From' name match the email address?

Does the email address match the organisation name?

Is there really a competition and did you enter?

Why are you being asked to provide the personal information of colleagues?

Is there a sense of urgency - does there need to be?