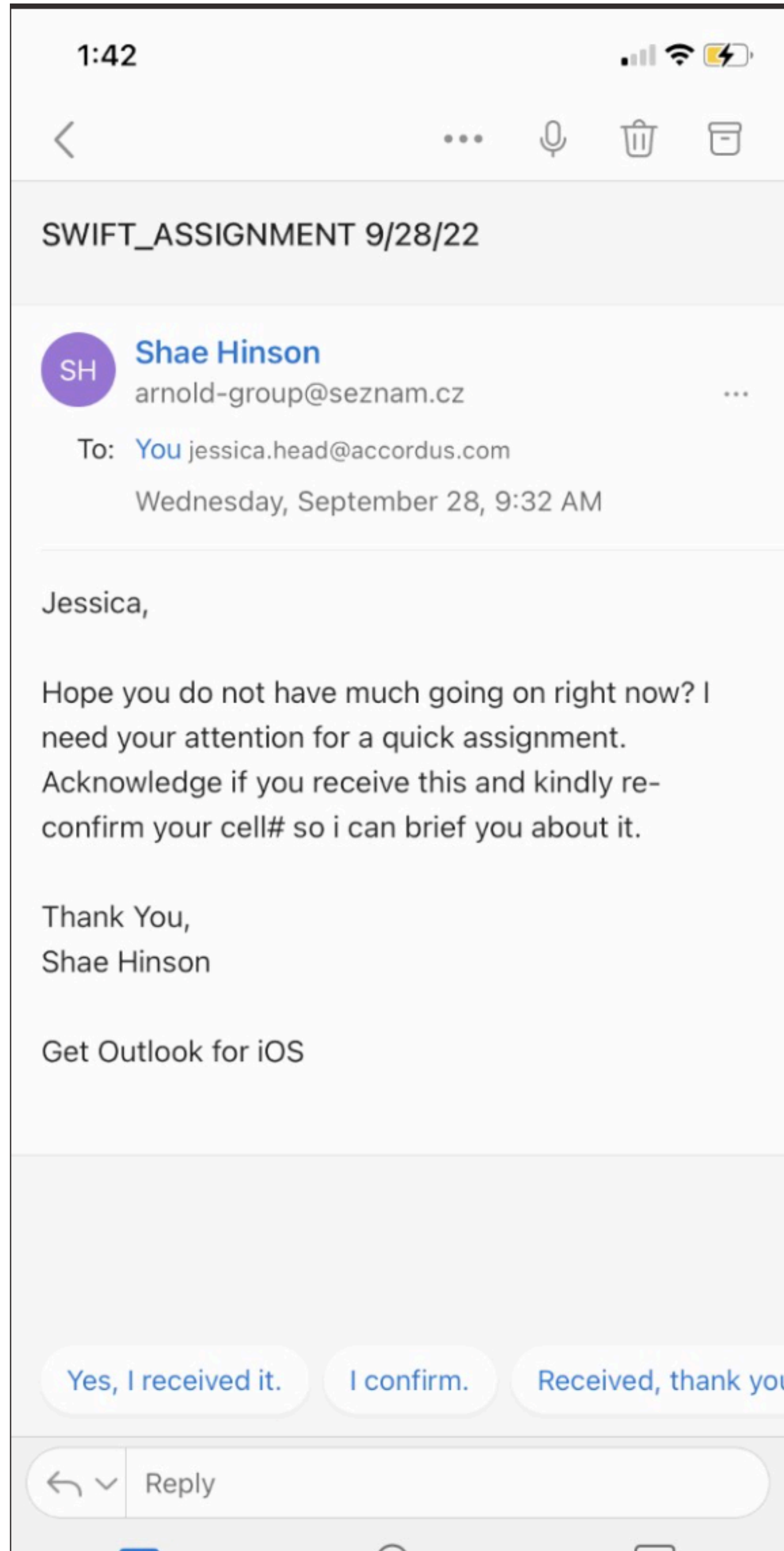


How to identify a Spam/Junk email



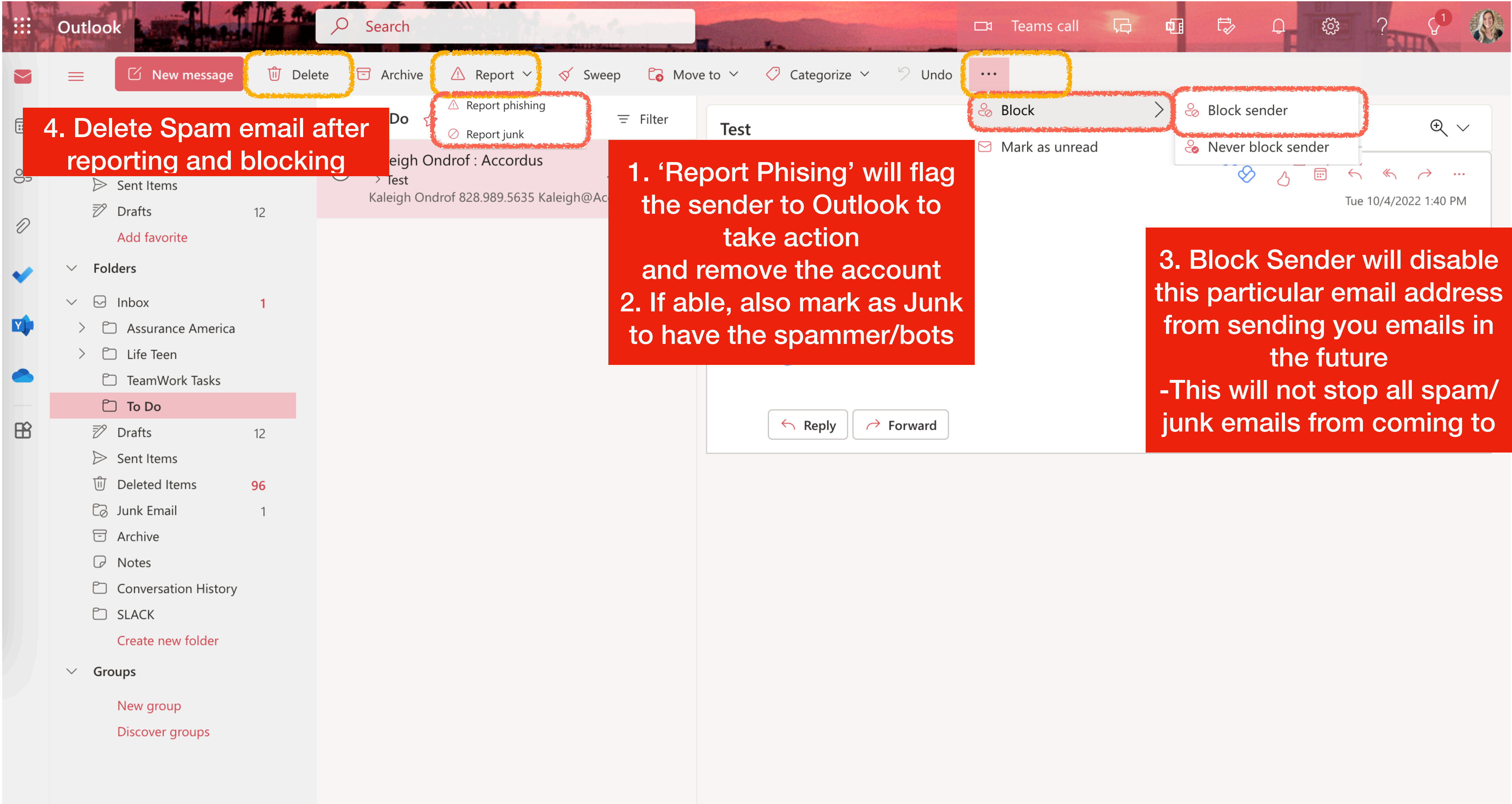
Red Flags in this Spam Email:

- ▶ Email Address is off
- ▶ Shae would never need to confirm your cell phone
- ▶ Subject line is a bit odd
- ▶ Non-standard Accordus picture

Spam emails often:

- Have something a bit off in the email address
- Will ask you to confirm or click something (this enables them access to your device or account)
- Something feels a bit off or out of character

What to do if you receive a suspicious email:



4. Delete Spam email after reporting and blocking

1. 'Report Phising' will flag the sender to Outlook to take action and remove the account
2. If able, also mark as Junk to have the spammer/bots

3. Block Sender will disable this particular email address from sending you emails in the future
-This will not stop all spam/junk emails from coming to

Best Practices:

- Never click unfamiliar links
- Be cautious. Put your detective cap on. Be suspicious of every email
- If an email is asking for personal information- never provide information without further investigation
- Follow the Spam/Junk email steps if you receive a spam email
 - Report email
 - Block User
 - Delete email