



Tips & Tricks Weekly



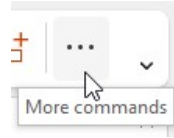
Phishing emails

It is important to identify phishing emails and report them to ETSU ITS.

How to report phishing attempts:

In Outlook Client:

Click the 3 dots at the far right of your ribbon.
Click on Phish Alert Report.

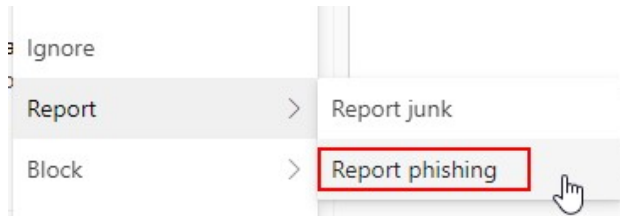


An analogy to the sport of angling, scammers use e-mail lures, setting out hooks to "fish" for passwords and financial data from the "sea" of Internet users.



In Webmail (outlook on the web):

Right click on the email, hover over Report.
Click on Report phishing.

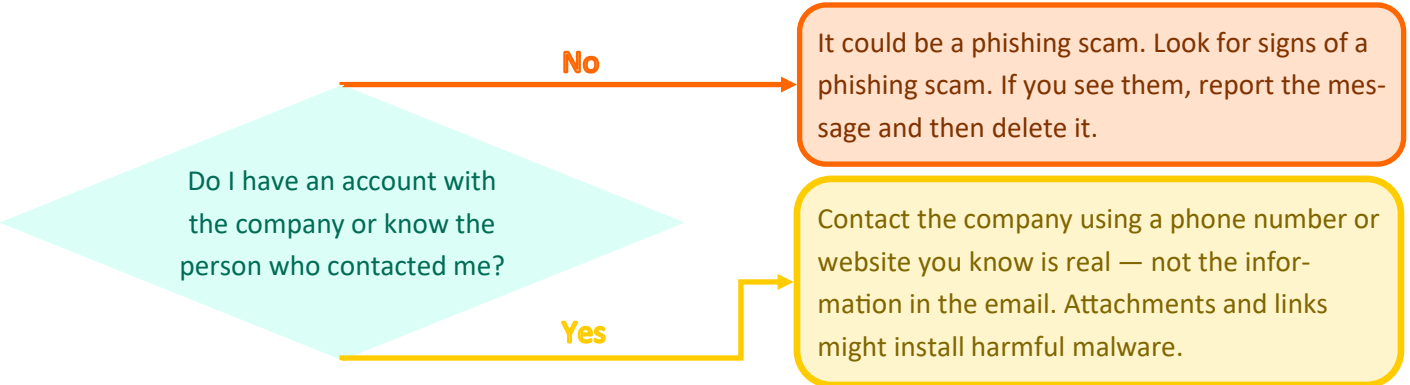


Or forward the email to itshelp@etsu.edu.

Examples of phishing include:

- Including an invoice you don't recognize.
- Claiming there's a problem with your account or password.
 - **ETSU Information Technology Services will never send emails indicating that your account, email, or storage is out of compliance.**
- Say they've noticed some suspicious activity or log-in attempts.

What to do if you suspect an email is phishing for your information?



Signs of a phishing scam:

- The email starts with a generic greeting. Misspelled words.
- The email address has a different domain name than the company's real domain name.
- Domain in the email does not match the real domain of the company:
- Hover over links in your email to see where the link is taking you.

[Self Service Portal](#) Example from Webmail



Think you can spot when you're being phished? Take this quiz from Google: <https://phishingquiz.withgoogle.com/>

[Self Service Portal](#)

Example from Outlook