GOOD EMAIL HYGIENE

Avoid COVID-19 phishing scams by practicing good email hygiene. The CDC recommends you take at least 20 seconds to wash your hands to avoid germs. We recommend you take at least 20 seconds to review each email to avoid falling victim to a phishing scam.

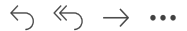## IT-Service desk: Coronavirus notice for all Miller Supply employees

ATTACHMENT:
Contains malware

Williams, Sarah <s.williams@nnillersupply.co>
Thu 3/26/2020 2:02 PM
To: John Smith

FAKE E-MAIL ADDRESS:
uses "nn" instead of "m"

COViD Staff Survey.pdf
2.2 MB

Attn All staff, — **TOO GENERIC**

POOR GRAMMAR

This is a ongoing outbreak of deadly virus called coronavirus (CoVID-19). The virus spreading like wide fire and the World Health Organization are doing everything possible to contain the current situation. The virus which originate in China has hit Europe, America, Asia and Africa. The government has hereby instructed all organization to immediately educate and enlightened their employees/staff about the virus in order to increase awareness of (CoVID19).

URGENCY

In view with the directives, the institution is currently organizing a seminar for all staff to talk about this deadly virus. All employee/staff must participate and will each required to complete a survey to show your awareness. A recording is provided for the seminar and all must register by end of work tomorrow. Disciplinary measure will be taken for staff that fails to complete this instruction. Winning this battle is our collective effort. Kindly follow the link COVID SEMINAR to register and be counted as complete.

Instructions for the staff survey is given as attachment in this instruction. We recommend all staff review the steps to make sure all complete this directive.

BAD LINKS:
http://66.165.152.168/nnillersupply.co/covid119seminar/registr

Best Regards,

IT-Service desk
it.servicedesk@nnillersupply.co
Miller Supply

LEGEND
- FAKE E-MAIL ADDRESS
- TOO GENERIC
- BAD LINKS
- URGENCY
- SYNTAX & GRAMATICAL ERRORS

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20 SECONDS TO BETTER EMAIL HYGIENE

1 WATCH FOR OVERLY GENERIC CONTENT AND GREETINGS
Cyber criminals will send a large batch of emails. Look for examples like "Dear valued customer."

2 EXAMINE THE ENTIRE FROM EMAIL ADDRESS
The first part of the email address may be legitimate but the last part might be off by letter or may include a number in the usual domain.

3 LOOK FOR URGENCY OR DEMANDING ACTIONS
"You've won! Click here to redeem prize," or "We have your browser history pay now or we are telling your boss."

4 CAREFULLY CHECK ALL LINKS
Mouse over the link and see if the destination matches where the email implies you will be taken.

5 NOTICE MISSPELLINGS, INCORRECT GRAMMAR, & ODD PHRASING
This might be a deliberate attempt to try to bypass spam filters.

6 CHECK FOR SECURE WEBSITES
Any webpage where you enter personal information should have a url with https://. The "s" stands for secure.

7 DON'T CLICK ON ATTACHMENTS RIGHT AWAY
Attachments containing viruses might have an intriguing message encouraging you to open them such as "Here is the Schedule I promised."