



STAY SAFE FROM EMAIL SCAMS: The Easy 'W' Checklist

The next time you receive an email you didn't expect asking you to click a link, download a file, or provide information, **STOP! Do not click anything!** Instead, run the message through our four-step checklist to evaluate its legitimacy.



Use This Four-Step Checklist

- 1 Was I expecting it?** – Unexpected emails with links or attachments? Verify with the sender directly.



- 2 Who is it from?** – Check the sender's full email address for misspellings or suspicious domains.



- 3 Why do I need this?** – If it's irrelevant or illogical, report and ignore it.



- 4 What are they asking?** – Beware of urgent, high-pressure requests. Legitimate emails don't demand immediate action.

