

Phishing Awareness



PIEDMONT UNIVERSITY PHISHING AWARENESS

— Be a Lion. Not a Number —



1 HOW TO SPOT PHISHING



Suspicious sender or unusual domain name

Look closely at the sender's email address. Watch for misspellings or unknown domains.



Generic greetings like "Dear Customer"

Phishing emails often use generic greetings instead of your name.



Urgent or threatening language

"Act now" or "Your account will be suspended" are red flags.



Mismatched URLs - hover before clicking

The link text may look legitimate, but the actual URL can be different. Hover over links to check the real address.



Poor grammar and spelling

Look for unusual language, misspellings, or awkward phrasing.



Unexpected attachments or links

Be cautious of unexpected files or links, even from known contacts.



Requests for passwords, Social Security numbers, or payment information

Legitimate University emails will never ask for this information via email.

2 IF AN EMAIL SEEMS SUSPICIOUS



Do not click links

Even if the email looks like it's from a trusted source.



Do not open attachments

They may contain malware.



Do not reply or interact with the message

This can confirm your email address to attackers.



Use Outlook's Report Phishing feature to notify IT

Help keep our campus community safe.



Delete the email from your Inbox and Trash after reporting

Remove it completely from your mailbox.



When in doubt, stop and verify.

3 REPORT IN NEW OUTLOOK



- 1 Open Inbox
- 2 Select the suspicious email
- 3 Click **Report** on the Home tab
- 4 Confirm by selecting **Report**
- 5 The email is sent to IT for review
- 6 These steps also apply to Outlook Web (OWA).

4 REPORT IN CLASSIC OUTLOOK



- 1 Open Inbox
- 2 Select the suspicious email
- 3 On the Home tab, choose **Phish Alert Report**
- 4 The email is sent to IT for review.

5 SCAN FOR THE FULL PHISHING KB



Detailed guidance, examples, and reporting instructions.

When in doubt, report it.



STAY CONNECTED. STAY INFORMED.

Bookmark these resources and check back often!
We're here to support your success!

IT HELP DESK

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