


 **ALWAYS** check the email 'From' field to validate the sender. This 'From' address may be spoofed.

 **ALWAYS** report all suspicious emails to your Information Technology help desk.

 **ALWAYS** check for so-called 'double-extended' scam attachments. A text file named 'safe.txt' is safe, but a file called 'safe.txt.exe' is not.

 **ALWAYS** note that www.microsoft.com and www.support.microsoft.com are two different domains. (and only the first is real)


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Email Security Best Practices

 **DO NOT** open any email attachments that end with: .exe, .scr, .bat, .com, or other executable files you do not recognize.

 **DO NOT** ever click embedded links in messages without hovering your mouse over them first to check the URL.

 **DO NOT** "unsubscribe" - it is easier to delete the e-mail than to deal with the security risks.

 **DO NOT** respond or reply to spam in any way. Use the delete button.