# How to Spot **SCAMS**





Do you know how to spot them? This example and the tips below will help you recognize a suspicious email.

## **Email**

Inbox (9) Sent Drafts Spam Trash

## ACTION required or your account will be DELETED 1

Joe Shabadoo <jshabadoo@grnail.com> 2

Jan 26 at 3:29 AM 3

Valued Customer.

Someone has gained unauthorized access to your account. Reset your Pass Word imediately. (5)

**RESET PASSWORD** 

Customer Support: http://youraccount.com/dcijflksd%al Questions? Contact: 1-800-555-3942 7

View Attachment: Status Report.doc.file





#### KEEP AN EYE OUT FOR THESE RED FLAGS

- 1 The subject line Scammers tend to use an urgent or aggressive tone.
- **2** The sender In the example above, is the sender using a Gmail address? If you said yes, take a closer look! It's actually g-r-n-a-i-l.com. Sneaky scammers will use email handles that are one letter off from what they should be (e.g., "netftix" instead of "netflix") so that, at a glance, everything appears official.
- **3** The time stamp When was the email sent? This is an especially telling clue when a scammer is impersonating someone you know or correspond with regularly.
- 4 The greeting Does it address you by name, by email address or by a generic title? A generic or awkwardly phrased greeting could be the sign of a scam.

- 5 The spelling Errors in spelling and grammar are always a red flag.
- 6 Buttons and links These are easy for scammers to format and disguise. Get in the habit of accessing your accounts by typing the official URL in a new browser window. Avoid using the direct links in your email messages.
- The contact info Does it look sketchy? If you need to verify the legitimacy of the sender, never use the contact information contained within the email. Cross-reference it with a separate web search.
- **8** Attachments Malicious files can be easily disguised as innocent Word documents, spreadsheets and presentations. Be deliberate about which attachments you choose to open or download.



#### **REPORTING EMAIL SCAMS**

Email phishing attempts (even the unsuccessful ones) can be reported here:

Internet Crime Complaint Center (IC3) www.ic3.gov

Federal Trade Commission (FTC) www.FTC.gov/complaint

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