



**Phishing**

# *How To Spot a Phishing Email*

*forward thinking  
cybersecurity for  
businesses*

swipe  
for more

 **Copeland**  
TECHNOLOGY SOLUTIONS

***Paying extra attention to your inbox when you receive anything other than an expected email will help keep you on your toes to spot these threats.***

Always double-check the details,  
and look out for these red flags:



**Poor spelling, grammar, or incorrectly used idioms. You can usually find mistakes in their writing.**

Sir/Madam,  
Your order [BBY-4983814314](#) has not been delivered because the specified address was not correct.  
Please fill this [form](#) and send it back with your reply to this message.


**If we do not receive your reply within a week we will pay your money back less 17 because your order was reserved for the time of Christmas holidays.**



**Check the sender information. Verify that the email address is free of typos and that you recognize the sender before clicking any links.**

Thu 10/18/2018 12:19 PM  
Online Services Team <[onlineservices@microsoftonline.com](mailto:onlineservices@microsoftonline.com)>  
New or modified user account information

on: A user account was created for your user's temporary password. | [View this email in your browser.](#)

 Microsoft

Your account password has expired.

The following contains password security guidelines.

Please note:

- A strong password consists of at least three of the following: uppercase letters, lowercase letters, numbers, and symbols.
- For your protection and security, passwords are valid for 90 days.
- When distributing IDs and passwords, be sure to do so in a safe and secure manner.



***Check the salutation. Generic salutations are a red flag. Typically, professional businesses will address you by name (especially if the email is talking about your account or saying you need to take action).***

Dear network user,

This email is meant to inform you that your [REDACTED] network password will expire in 24 hours.

Please follow the link below to update your password

[\[REDACTED\]](#)

Thank you

[REDACTED] Network Security Staff



***Undue sense of urgency -or- threats of account closures, removal of funds, discontinuation of service, etc. More often, if something is a truly time-sensitive emergency for a business or individual, an email is replaced (or at least followed up) with a phone call.***

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## **SAVE YOUR STUFF!**

We noticed you haven't used your Nokia account to access Nokia services in quite a while. To protect your privacy, this account will be deleted in 14 days, so [sign in now](#).

If you haven't experienced Nokia services recently, they're worth another look. And you may want to keep any maps, locations, email, music, reviews, or other stuff that is associated with your account.

It just takes a few seconds to [sign in to your Nokia account](#).

We hope to see you soon.

Sincerely,  
The Nokia account team



***Easy money or a deal that's too good to be true. It sounds unbelievable, but an uncomfortable amount of attacks arise from an individual clicking on a link or attachment that promises money or perks. If an email sounds too good to be true or offers "free" money – Don't Click It.***



***Requesting charitable donations. Be weary of emails asking for charitable donations, especially after a natural disaster. Check the veracity of the charity by searching on Google, and always pay directly through the website (with an "https://" domain) if you choose to do so.***