



# DOWNRIGHT SCARY!

The boogie man may not be out to get you,  
but cyber-criminals are.

Viruses, phishing attacks and ransomware hidden in emails and other devices can cause loss of data, cripple your network and effectively stop your business—and your job—for days.

- If you do not know the sender, treat it like a stranger and do not share anything or engage.
- If you get an attachment from Verizon, FedEx, Netflix, or anything to your work email, do not click on links or attachments.
- Hover your mouse over links to see where you will go if you click the link.
- If in doubt, do NOT forward the email to colleagues. Take a screenshot of the email and send it in a new email.
- Remember, nothing is so urgent that you must reply immediately – if it's critical, someone will call you or message you, so don't feel pressure to open or click anything you are unsure of.
- Always change up passwords, especially if it's been six months; this includes social media sites, where attacks are imminent.
- Do not use the same password for multiple sites.

**If something unexpected happens,  
report it to your supervisor immediately.**

