



SCAM ALERT: IS THAT REALLY Jim or Perry?

⚠ SCAMMERS MAY USE THE NAME TO MAKE AN EMAIL LOOK REAL

Scammers can send emails using our CEO's name or a name that looks very similar to someone in the company.

DO NOT ASSUME AN EMAIL IS REAL JUST BECAUSE YOU RECOGNIZE THE NAME.



STOP & CHECK BEFORE YOU RESPOND

1. CHECK THE ACTUAL EMAIL ADDRESS

Don't just look at the sender's name.

Example:

✗ John Smith – CEO
john.smith@company-secure-mail.com

✓ John Smith – CEO
john.smith@OURCOMPANY.com

The name can be copied. The email address is what you need to verify.

2. 🚨 WATCH FOR URGENT REQUESTS

Be suspicious if the email says:

- "I need this immediately."
- "Keep this confidential."
- "Don't call me—I'm in a meeting."
- "I need you to purchase gift cards."
- "Send me the information ASAP."
- "Wire money or make a payment."
- "Click this link right away."

Urgency + Secrecy = STOP & VERIFY



BE ESPECIALLY CAREFUL WITH MONEY

NEVER rely solely on an email to:

- ✗** Change payment instructions
- ✗** Send money or wire funds
- ✗** Purchase gift cards
- ✗** Send financial information

- ✗ Change a vendor's bank account
- ✗ Provide passwords or login information

VERIFY FIRST — USING A KNOWN PHONE NUMBER

Do not use the phone number provided in the suspicious email.

OTHER WARNING SIGNS

Look for:

- Slightly misspelled company names
- Strange or unfamiliar email addresses
- Unexpected attachments
- Links that don't go where they appear to go
- Poor spelling or unusual wording
- Requests for passwords or sensitive information
- Unexpected invoices or payment requests
- Messages that create fear or pressure you to act quickly

WHEN IN DOUBT — DON'T CLICK!

STOP • CHECK • VERIFY

Don't click the link.

Don't open the attachment.

Don't reply with sensitive information.

Don't send money.

VERIFY THE REQUEST DIRECTLY

Contact the person using a known phone number or another trusted method.

REMEMBER

A NAME DOES NOT PROVE AN EMAIL IS REAL.

CHECK THE EMAIL ADDRESS.

LOOK FOR RED FLAGS.

VERIFY UNEXPECTED REQUESTS.

When something doesn't feel right, STOP AND ASK.