**Email Red Flags**

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| **RED FLAG** | **ACTION** |
| **The name does not match the email address, e.g.**  **Tom Burke <cindy.smith@yahoo.com>** | Ignore/delete |
| **The email address is a look-alike, e.g.**  **Tom Burke <tomburkekccd.edu@gmail.com>** | Ignore/delete |
| **The email purports to be from KCCD but is from an outside address, e.g. chancellorsoffice@gmail.com** | Ignore/delete |
| **The email asks “Are you in the office” or “Are you at your desk”** | Be cautious. This could be the start of a gift-card scam. |
| **The email asks you to purchase gift cards.** | Ignore/delete. This is a scam. |
| **The email asks you to verify your account.** | Ignore/delete. The only time you should “verify” your account or email is when you first sign up for a website. |
| **The email is from someone you know and has a link to Google, OneDrive, or Dropbox.** | Be **VERY** cautious. Unless you were expecting this, contact the sender and verify that it is legitimate. We’ve seen many emails like these from contacts with compromised accounts. |
| **The email is from someone you do not know and has an attachment.** | Ignore/delete unless you are sure it is legitimate. |
| **The email is from someone you do not know and has a link.** | Ignore/delete unless you are sure it is legitimate. |
| **The email has a link to a site you use, e.g. Amazon, Bank of America, PayPal, and Gmail.** | **DO NOT** click the link even if you think it is legitimate. Visit the site on your own. |
| **The email is from the IRS, FBI, etc.** | Ignore/delete. They will not initiate contact by email. |
| **The email is from a business or from a KCCD administrator but contains poor grammar/spelling or strange word choices.** | Be suspicious. This can indicate it was written by a scammer who is not based in the U.S. |
| **The email signature contains a period after the name, e.g.**  **Thomas Burke.**  **Chancellor** | Be **VERY** suspicious. Many scammers do this but I have never seen it on real signature line. |
| **The email tries to scare you into action, “We will be forced to sue!”, or “You will be arrested!”** | Ignore/delete. |
| **The email is too good to be true.** | Ignore/delete. As much as we’d like to believe the Crown Prince of Nigeria has decided to give us $30M, it’s a scam (and Nigeria is a democracy). |