



Steps to protect yourself from malicious email

To protect yourself from malicious emails that make it through our gateway filters, follow these guidelines:

- Question any email that suggests a sense of urgency.
- Question any email that contains significant grammatical errors.
- Never open attachments from unknown senders.
- Inspect the sender email address before opening any attachments. Does the sender's text name (e.g. Jeff Smith) map to the expected email address (e.g., jsmith@socccd.edu)?
- Inspect links in an email before clicking. Verify that the actual link matches the text for the link.
- Never supply your username and password via email or an untrusted website. College and District Services staff will never request this information.
- If you open a malicious attachment, click on a malicious link, or inadvertently supply your password, notify your local technology support staff immediately.

Further best practice information can be found here:

https://www.us-cert.gov/sites/default/files/publications/emailscams_0905.pdf

To notify the District of malicious email, please forward emails to: report_spam@socccd.edu

To open a support ticket, please visit <https://servicedesk.socccd.edu>

Thank You.

Saddleback College Technology Services Team