

What to do with a suspicious email?

The help desk has been receiving calls and email from people wondering what to do with a suspicious email.

- Should they forward it to the help desk?
- Should they take a screen shot and then forward the shot to the help desk?
- Should they send it to me to use in an Ask Diane?
- Just what should be done?

So here is what I think. First of all the fact that you are suspicious and want to let someone know is great. So...do NOT forward any email that you think is potentially dangerous along. The dangerous links go along with the email. The best thing is to just delete it! If it is very obvious then maybe no one is going to be fooled. If it almost fools you then you can either, call the help desk and have them look at it, or take a snip and send it along to me and we can discuss the validity of it.

You are all getting more and more suspicious and that is great! Feel free to delete...DSG