

How to Recognize an Email Scam

- **This training is provided to you by Houston Community College's Cyber Security and Compliance Team**

Cyber Security and Compliance Team

- The Cyber Security & Compliance Team has the unique role of implementing effective security management programs to eliminate or mitigate the risks posed by potential threats to HCC's information resources.
- If you have any questions, please contact us via email at IT.Security@hccs.edu. Please use your HCC student email address when communicating with us.

Avoid Phishing Emails

Learn how to spot scams

From: Hotmail Customer Care [MorHezi78@adatum.com] **1**

Sent: Thursday, September 18, 2008 8:31 PM

Subject: Verify Your Account now To Avoid It Closed



Dear Account User: **2**

CONFIRM YOUR WINDOWS LIVE ACCOUNT SERVICES. VERIFY YOUR HOTMAIL ACCOUNT NOW TO AVOID IT CLOSED !! **3**

This Email is from [Hotmail](#) Customer Care. **4**

Due to the congestion in all [Hotmail users](#) and removal of all unused Hotmail Accounts, Hotmail would shut down all unused Accounts, You will have to confirm your E-mail by filling out your Login Information below or your account will be suspended within 24 hours for security reasons.

* Username:

* Password:

* Date of Birth:

* Country Or Territory: **5**

Warning!!! Account owner that refuses to update his/her account after two weeks of receiving this warning will lose his or her account permanently.

Sincerely,
The Windows Live Hotmail Team

- 1** Suspicious email address
- 2** Generic salutations
- 3** Alarmist messages
- 4** Grammatical errors
- 5** Requests for personal info

Phishing Example

From: Patricia Brown <Patriciabrown2011@outlook.com>
Sent: Saturday, March 9, 2019 11:28 AM
Subject: HCC Career Center- Virtual Personal Assistant Job.

Subject indicates it is from HCC.
But e-mail is from "outlook.com",
not "hccs.edu"

My name is Patricia Brown, I got your contact at the Houston Community College Career Center. I am currently in need of a Virtual Personal Assistant. I am looking for someone who can assist me in a variety of areas; someone who can perform specific business tasks as I assign them. This might include running various errands such as:

Buying / Returning items to departmental stores,
Pick-up/drop off documents to my Po Box and UPS,
Bill Payments,
Shopping and gift wrapping,
Occasional trips to the bank and post office.

Requirement:

Trustworthy, well-organized, responsible, punctual, efficient, kind.
Ability to work efficiently and multi-task.
Willingness to take direction, a positive can-do attitude.

Pay periods: Weekly. (\$300-\$500)

Compensation is \$20 per hour

The hours worked will vary from 10-25 hours weekly. The hours are flexible so you can spread those hours on your own time. How many hours can you work for every week?

I need someone who is very flexible and is an enthusiastic learner. I will maintain a fair degree of flexibility in terms of working around your other commitments, provide a clear set of instructions for each task I need to be done and sufficient funds to cover all errands. I am looking to hire someone for this role immediately so let me know if you are available and capable of filing this role.

Looking forward to hearing from you!

Thank you,
Patricia Brown

Not an official signature block for
an HCC entity.

Phishing Example

From: Lincoln sher <s2824wood@gmail.com>
Sent: Friday, November 30, 2018 6:27:03 PM
Subject: Houston Community College HCC Career Center

Subject indicates it is from HCC.
But e-mail is from "gmail.com",
not "hccs.edu"

My name is Lincoln Sher, I got you contact on Houston Community College HCC. I am currently in need of a Virtual Personal Assistant. I am looking for someone who can assist me in a variety of areas; someone who can perform specific business tasks as I assign them. This might include running various errands such as:

Buying / Returning items to departmental stores,
Pick-up/drop off documents to my Po Box and UPS,
Bill Payments,
Shopping and gift wrapping,
Occasional trips to the bank and post office.

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Looking forward to hearing from you!

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Thank You.

“Hover to Discover” Example

From: hccs [mailto:noauth@ucom.ne.jp]
Sent: Wednesday, November 08, 2017 8:31 AM
To: [REDACTED]@hccs.edu>
Subject: Salary Review Process for November 2328566253

Subject gives no indication that it is from HCC. E-mail is from “@ucom.ne.jp”, not “@hccs.edu”



Dear All,

Note the generic salutation.

Please be informed that income review will be not be implemented as at when due. This is due to the adjustment in the salary review timeline across the group and we are required to align with the process.

However, the income review will be paid retroactively. Find below wage review process.

<http://bkkca.com>
Click or tap to follow link.

- See [Pay Review](#)

When you “hover” over the link, note the url. It does not match with the e-mail address.

Regards

Executive Management

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