

## Subject: Dealing with Phishing / Suspicious Emails

Got that odd looking email you are not quite sure of? Here is a way to view the actual link we tell you not to click on:

Drag and drop, move, or copy the email to your "Junk E-Mail" folder. The email will be converted from HTML to plain text. You will then be able to see the underlying links that phishing emails try to obfuscate (hide) from us. You should see the "text" of the link on the left and the "actual" link to the right.

The "text" part will look like the normal URL to your bank, credit card, or store but the "actual" link will be to the phishing web site.

This works in both Outlook and Webmail.

Please forward any suspicious emails to me before deleting them so that we can block new phishing emails. **Remember, never click on any links and never give your login credentials to anyone.**

Mike Gibbons  
Director of Network Support