

# Recognize the Scam



## External Emails

Look for the “Caution: External Message” tag at the top of every email.

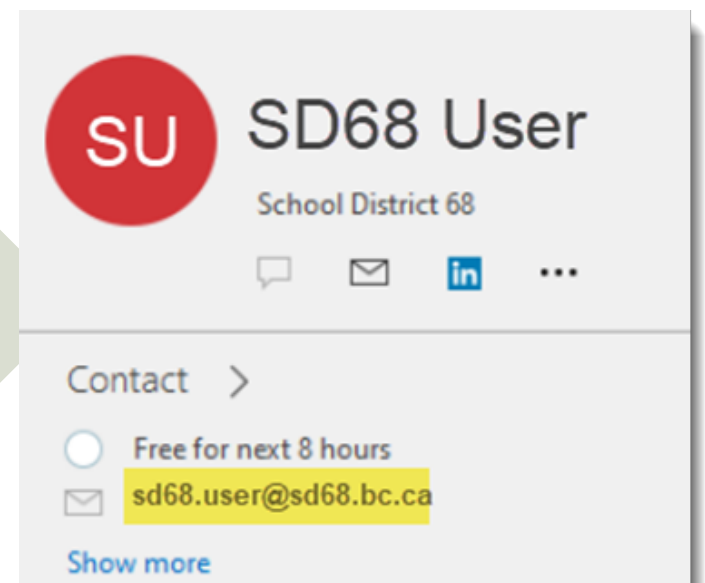
## Examples:

**CAUTION: External Message**



## Check the Sender's Email Address

Check the sender's full email address to make sure it matches their official SD68 email address.



## Asking for money, passwords, or sensitive information

Be especially cautious of any email requesting money, passwords, or other sensitive information.

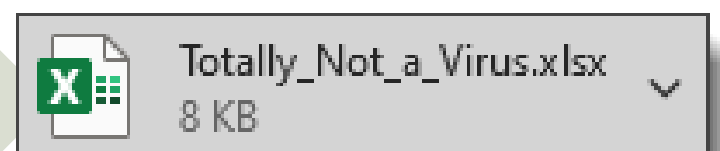


...I need you to purchase \$500 in gift cards...



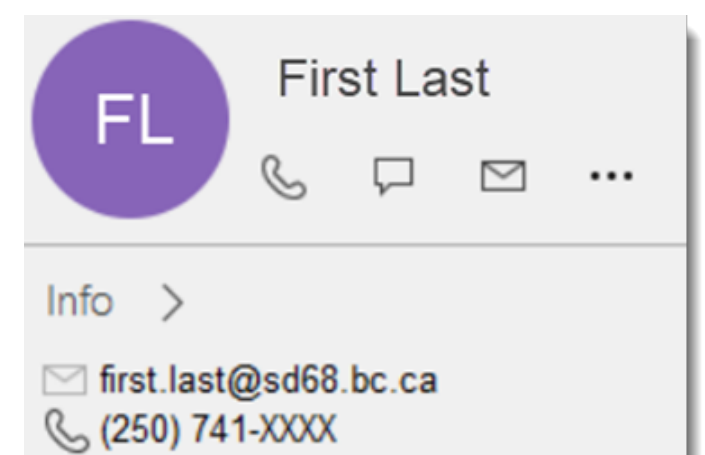
## Links and Attachments

Do not click on any links or open any attachments from unknown or suspicious sources



## Use the Phone

Confirm details with the sender using another method (e.g. phone). Do NOT confirm details by replying to the suspicious email.



## Let Us Know - No Judgement

If you have fallen victim to a scam, please report to the Help Desk as soon as possible.

**If you are unsure, contact the Help Desk**

**Help Desk Email: [helpdesk@sd68.bc.ca](mailto:helpdesk@sd68.bc.ca)**

**Help Desk Phone (250) 741-5290 - Option 1**