



OFFICE WALL POSTER

Spot a Phishing Email in 5 Seconds

FROM	1 accounts-verify@paypa1-secure.com

TO	3 Dear Customer,

SUBJECT	2 URGENT: Your account will be suspended in 24 hours

BODY	4 Click here to verify your details immediately: bit.ly/acc-verify-2026

ATTACH	5 invoice_final_updated.zip

NOTE	6 Please action this without informing your IT department.

1

Sender address

Does the domain actually match the real company? Look for swapped letters and numbers ("paypa1" not "paypal").

2

Urgency language

"Act now," "24 hours," "your account will be suspended" — designed to make you stop thinking.

3

Generic greeting

"Dear Customer" instead of your actual name is a strong sign it wasn't sent to you personally.

4

Mismatched link

Hover before clicking — does the actual URL match what the text claims?

5

Unexpected attachment

Were you expecting this file, from this person, in this format? If not, don't open it.

6

Pressure to skip normal checks

"Don't tell IT," "just this once" — a real request never asks you to bypass your own process.