



Something Doesn't Look Right

A simple cybersecurity checklist for your team.

You don't need to be a tech expert to take the next useful step.

☐ **Pause before you act.**

Stop clicking, replying, or approving requests. An urgent message can wait while you check it.

☐ **Verify through a trusted channel.**

For payment changes or unusual requests, call a number you already know. Skip the phone number and links in the suspicious message.

☐ **Report it to your IT team.**

Use your usual support channel. Share what happened, when it happened, and whether you clicked, entered information, or approved a sign-in.

☐ **Keep the useful details.**

Keep the original message and note any error or prompt you saw. Use your approved reporting tool. Avoid forwarding suspicious attachments to coworkers.

☐ **Already clicked or shared something? Say so.**

Prompt reporting helps. Do not keep testing the link or try to clean things up yourself. Follow your IT team's instructions for the device and any affected accounts.

☐ **Unexpected MFA prompt or missing device?**

Deny sign-in requests you did not initiate. Report unexpected prompts or a lost device promptly, using another trusted device if needed.

Keep your support contact handy

IT team / phone: _____