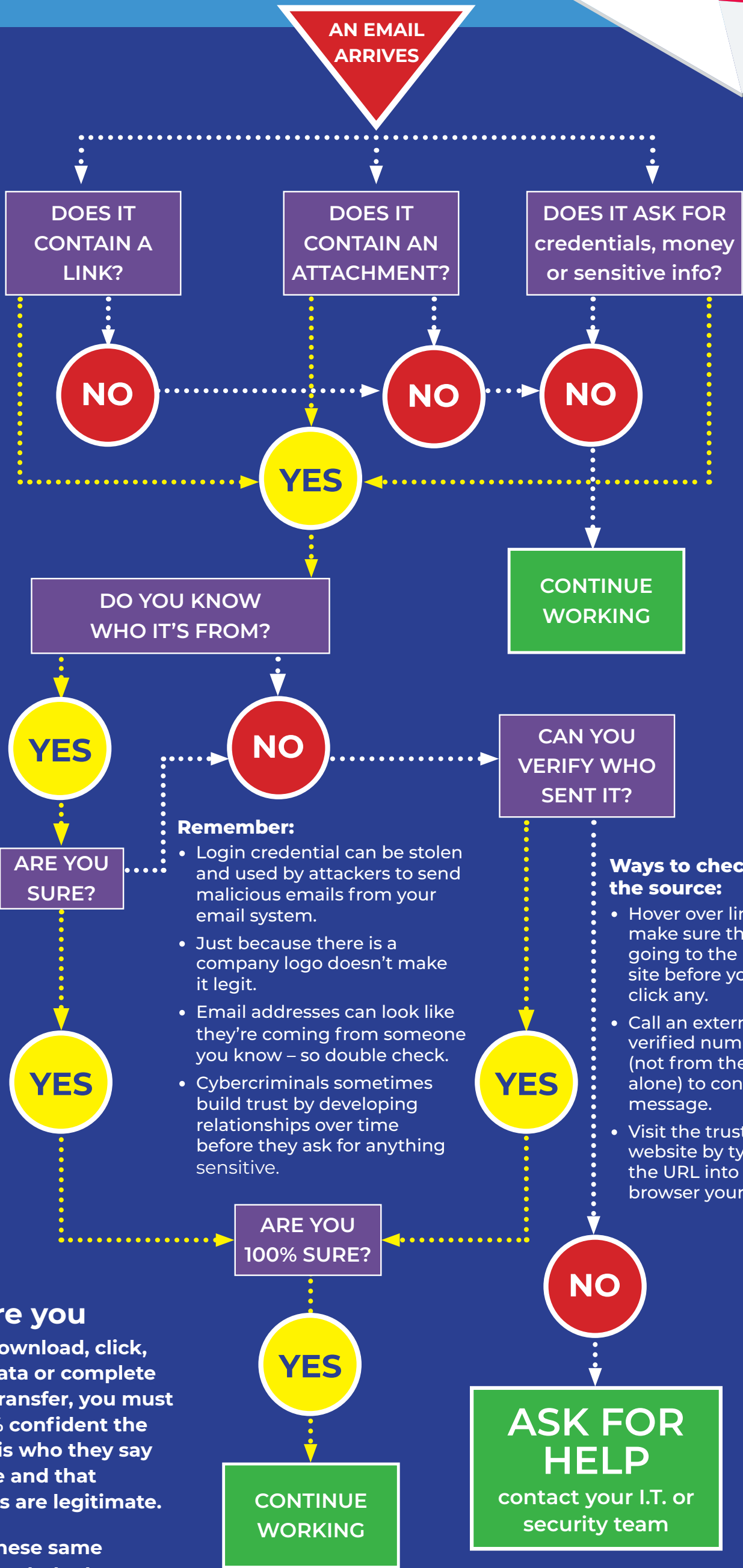


# Don't take the bait!

## Avoid Phishing emails

A “phishing email” is when a bad actor sends you an email in hopes that you’ll click on the link or open the file. Once you do that, a virus or other malware may be inserted into your I.T. system. This is bad news for your school or parish! Follow these steps to protect yourself and your organization.



**Before you** open, download, click, share data or complete a wire transfer, you must be 100% confident the sender is who they say they are and that requests are legitimate.

Apply these same principles to text messages on your phone.