2017-10-06 How to handle and report suspected phishing emails

Action:

The below email was sent.

From:

rtofte@nordu.net

Recipents:

norduall@nordu.net

Heading:

2017-10-06 Security email: How to handle and report suspected fishing emails

Body:

Hi,

When you receive an email, that you suspect might be a phishing email, please report it to our CERT at cert@nordu.net
In order for the CERT to investigate it properly, we need the metadata on the email.

Just forwarding the phishing email, will not supply us with metadata.

Here is a good way for you to handle and report a phishing email:

1. Create a new email
2. in the "To" field, write: cert@nordu.net
3. In the Subject field, write: Suspected phishing email
4. Drag the suspected phishing email into the body section of the email (if you are using Kerio Connect, you have to click "Open in new window" first)
5. Send the reporting email
6. Wait for CERTS guidance on whether the email should be deleted or not