INFIMA
SECURITY AWARENESS

EMPLOYEE QUICK-REFERENCE

Think before you click.

A pocket guide to social engineering — the tricks scammers use to get inside your head, and the habits that keep them out. Keep this near your desk as a reminder alongside your training.

01 Ways they come at you

PH
Phishing
A fake email posing as someone you trust, pushing you to click, download, or hand over info.

SP
Spear Phishing
A phishing email built around real details about you or your company to seem convincing.

SM
Smishing
Phishing by text message — a fake delivery, bank, or account alert with a bad link.

VI
Vishing
Phishing by phone call — someone posing as IT, your bank, or an agency to get you talking.

QU
Quishing
Phishing by QR code — scanning it sends your phone to a fake site instead of the real one.

WB
Whaling & BEC
An attacker poses as an executive or vendor to push through an urgent payment or data request.

PR
Pretexting
A made-up story — "I'm calling from payroll" — used to talk you into sharing information.

BT
Baiting & Tailgating
A tempting freebie hiding malware, or someone following you through a badge-only door.

02 How they make it look real

Stolen Branding
Copied logos and templates that look pixel-perfect real.

Lookalike Domains
A web address that's almost right — rnicrosoft.com, paypa1.com.

Manufactured Urgency
"Act now or lose access" — pressure built to make you rush.

Contextual Hooks
They know your job, your company, what's happening this week.

03 When something feels off, do this

1
Pause
Urgency is the red flag, not a reason to hurry.

2
Verify
Confirm another way — a known phone number, or ask in person.

3
Don't click
Skip the link or QR code — go to the site or app directly.

4
Report it
Tell IT/security — even a false alarm is worth the ten seconds.

- **Turn on MFA everywhere you can — it stops most break-ins even if a password leaks.**
- **Use a password manager — unique passwords, and it won't autofill on a fake site.**

When in doubt, don't click. Verify, then report.

SECURITY AWARENESS BASICS
Supports NIST 800-171 §3.2 Awareness & Training