

provides an attacker the key (password) to log in to your O365 email AND your MyMC account. To avoid falling victim to credential harvesting and general phishing emails, OIT recommends all employees:

- **Enroll in Two-Factor Authentication (2FA)** to protect your Office 365 account. 2FA is an added layer of security that requires log on authentication using the first factor, your user name and password, and the second factor, your mobile phone, tablet, or landline to easily confirm your login requests. To learn more about 2FA, please visit <https://mcblogs.montgomerycollege.edu/itprojects/2fa>.
- **Report** all suspicious emails to the Phishtrap for analysis using the Report Phishing tool located on the Microsoft Outlook toolbar or in the Outlook mobile app for iPhone and Android. IT Security will analyze the content and web links and if legitimate, will send the email back to you.
- **Review and assess before clicking on the links.** Do not click on the links in an email. If you have a business relationship with the sender or an account (MyMC, O365, Amazon.com, your bank, etc.), log in to the account by using the known web address for the account, i.e. montgomerycollege.edu – Access MyMC.

OIT encourages all employees who need assistance in spotting a phishing email to take the Cybersecurity e-courses within MC Learns. The e-courses are short videos that provide employees with the skills needed to detect malicious emails.