

RECEIPT OF FRAUDULENT EMAIL

Email scams, such as phishing and spoofing, often target employees by making it seem as if the emails are coming from internal managers or other trusted persons. RAILS scam-detection systems provide some protection. However, such emails may still not be detected and reach an employee.

~~RAILS' Executive Director, or any other RAILS employee, Neither RAILS personnel nor official RAILS email accounts~~ will never request via email any employee to purchase anything on their behalf or to advance any employee's personal funds to an outside entity. In addition, ~~the RAILS' Executive Director or any other RAILS employee~~ neither RAILS personnel nor official RAILS email accounts will ~~not ever~~ make requests for any personal information (other than directly through Human Resources), particularly pertaining to banking or credit card account numbers.

If you receive a suspicious email, please do the following:

1. Do not respond to the email ~~or unsubscribe to it~~. This tells the scammer that you have read the email and will only encourage additional solicitations. [Report the email via the 'Report' feature listed when you right click on an email in Outlook.](#)
2. Forward the email to the IT help desk, noting that it is a scam email, and then delete it from your mailbox.
3. If you have any doubt as to the email's authenticity, carefully view the sender's email address. It will often have the alleged sender's name in it but an address different from the sender's true email address (for example, a fraudulent email purporting to be from a RAILS employee but without an email address ending in "@railslibraries.org"). If you still have doubts, personally contact the alleged sender [or ask the IT help desk for verification.](#)

RAILS is not responsible for any losses or damages resulting from engaging with, responding to, or otherwise interacting with a fraudulent email or its sender. RAILS will not reimburse any employee losses incurred due to ~~responding to any~~ such fraudulent emails or other similar correspondence schemes.