



NordShield

EMAIL SECURITY FOR SMALL BUSINESSES

nordshieldmtl@gmail.com • First check free

The 10-Second Email Safety Checklist

Five quick checks before you trust any email.

Print this page and pin it by the office computer. When an email feels off, run these five checks — they take ten seconds and stop most scams.

1

Read the sender's real address

Not just the display name. Scammers can show any name — the real address underneath is what matters.

2

See where links really go

Press-and-hold on a phone (or hover on a computer) to preview a link before you tap. If the address looks wrong, don't open it.

3

Surprise money request? Stop.

Any surprise request about money, invoices, gift cards or passwords is the #1 scam pattern. Stop — don't reply, don't pay.

4

Call a number you already trust

Call the company at a number you already have — never a number inside the email. The email's number can be fake.

5

Still unsure? Forward it to NordShield

Forward the email to nordshieldmtl@gmail.com — the first check is free. You get a clear verdict in writing.