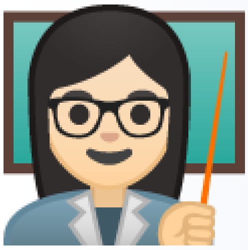
Quick check of applications

How to proceed

- Please answer one question after the other.
- If you have to answer one question with YES, it could be a phishing e-mail and you should be particularly careful.
- If you have any questions or if you are unsure, please do not hesitate to contact the Team for Information Security or the IT Support (telephone: -2000).



The position mentioned in the e-mail/application is NOT advertised?

- Is it an unsolicited application?
- **If this is also not the case, we recommend to delete the e-mail.**

Are you requested to open the application by clicking on a link?

- Please be particularly careful when it comes to links as the target of the link is not easy to identify.
- You should never open such a link.
- If the application seems trustworthy, **please ask the applicant to send you the application as a file.**

Is the attached file encrypted?

- The virus scanner is not able to identify malware in password protected files.
- **Please do not decrypt the file because otherwise the malware can become active right away.**
- Packed & encrypted folders such as .zip, .rar, or similar are an exception. These can be decrypted. However, the content of the folder has to be checked after decryption.

Is an executable file attached?

- Malware is often hidden behind executable files such as .bat, .cmd, .exe, etc. **Never open such files!**
- In the tab “view” in the explorer, enable the file endings by checking the box “file name extension”.
- Watch out for hidden endings such as “photo.jpg**.exe**” or “application.docx**.cmd**”.

Was malware found when you checked the file for viruses?

- By right clicking on the file and checking it with Bitdefender Endpoint Security Tools, you can check the file for malware.
- Under Bitdefender you can see the results of the scans.
- **If malware was found, please put the file in quarantine by using Bitdefender and delete the e-mail.**

Are you requested to enable macros or enable editing of the file?

- A notification is displayed which says that the file was apparently created with an older version or as online version and that you need to enable editing and/or macros to view the file.
- **Do not follow the instructions given in the notification but delete the file and scan your computer for viruses.**

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Your Team for Information Security

- If you have any further questions or comments, please send an email to: *infosicherheit@uni-mannheim.de*
- Please find more information on: *www.uni-mannheim.de/en/information-security*