

Hello everyone,

October is Cybersecurity Awareness Month. This year's theme, **Don't Make It Easy for Them**, is a reminder that simple, consistent security habits can make it harder for attackers to compromise accounts, devices, and information.

Throughout October, **[Organization Name]** will share short cybersecurity awareness messages, assign a brief training course, and conduct simulated phishing exercises. These activities are designed to help everyone recognize suspicious requests, verify information before acting, and report potential threats quickly.

What You Need to Do

- **Complete the [Micro] Social Engineering course by October 30.**
Access the course here: [Link to School]
- **Review the cybersecurity awareness messages sent throughout the month.**
Each message will provide practical guidance you can use at work and in your personal life.
- **Pause before responding to unexpected requests.**
Carefully review the sender, the context, the requested action, and where any link, attachment, QR code, or phone number leads.
- **Verify unusual or sensitive requests through a trusted channel.**
Do not rely on the contact information included in a suspicious message.
- **Report anything suspicious, even when you are unsure.**
Use **[Reporting Button, Email Address, or Reporting Process]** to notify the appropriate team. If you click, reply, or provide information before realizing something may be suspicious, report it immediately so the organization can respond quickly.

Simulated phishing exercises may be sent during the month without advance notice. Treat every unexpected message as you normally would and avoid sharing details of a simulation with coworkers.

Cybersecurity is a shared responsibility. By slowing down, verifying requests, and reporting suspicious activity, we can make **[Organization Name]** a harder target.

Thank you for participating in Cybersecurity Awareness Month.

[Name or Department]

[Organization Name]

[Security or IT Contact Information]