

For Safety in dealing with emails and other digital communications, you should never open something that you are not sure about where it came from. This applies especially to links embedded in emails.

Also, this certainly applies to emails you might receive from members of the staff here in our parish, clergy and lay alike. No email from a staff member should come from an email address other than their work address which will be from saintwilliam.org. All employees have such an address and they are to use it whenever conducting work-related communications. Non-personal or non-parish related communications should be using personal email addresses and these you should have and recognize.

You should always be suspicious of requests for money, gift cards or any kind of personal information, especially financial information. If there is any doubt what-so-ever, call the person who you think might have sent the email. And if the email tells you there is no other way to contact them, pass it by, delete it.

Also watch for peculiar things about an email, such as a different way of addressing you than you are used to from the person (i.e.: “Hi, how are you today?” “Hi, I think you would be interested in this: [followed by a link to a site you’ve never heard of before or which is not even intelligible by the letters given] or “I need you to do me a favor.”) These types of things almost always a part of a scam.

If you have any doubts at all, call the person you know and ask if they sent the email. If you are able and willing to help others, that’s great. Just make sure you are helping in the manner you think you are and to the person you have in mind. **Here are the points to remember:**

- Never send money or gifts cards without confirming in person, not by email, that the need is genuine.
- Never give personal information in an email if you are not absolutely sure who sent it to you.
- Never open a link in an email that is in any way suspicious.
- Always call to confirm the email is genuine before acting on it or even responding to it in any way. (Don’t send back an email telling them to stop doing this. It only gives them more contact with you.)
- Delete all emails you suspect of being fake, false, bogus!

If you have any questions about the security of emails sent to you from St. William Staff, call that staff member (main parish office is 239-261-4883). We would be glad to help.