

Cybersecurity Awareness Month
October 2026

SECURE TODAY READY TOMORROW

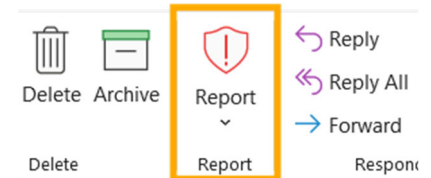
What do we mean when we say, “if you see something, say something”? We mean that each of us has the power to make a significant difference in keeping ourselves, and the College community as a whole, safe from cyber threats.

Identifying and reporting suspicious activity is part of the collective responsibility we all share in keeping our own data, and any data in our care, safe from being compromised. Suspicious activity can take many forms, including:

- Emails with “urgent” pressure to take action, such as clicking a link or downloading a file
- Unsolicited or unexpected attachments from unusual or unknown sources
- Odd or unexpected network or device activity
- Unfamiliar external drives or devices plugged into office systems

When you’re faced with something that gives you pause or seems off, don’t ignore it! You should always:

- **Act Immediately:** If for example you notice peculiar activity on a College network, or if you accidentally click a suspicious link, don’t wait to say something, report immediately!
- **Report the Issue:** Depending on where and how you encounter suspicious activity, you have several options to report it:
 - If you receive something dubious via email, you can use the “Report” button directly in Outlook as pictured to the left when flagging suspected phishing attempts or spam
 - If you run into something potentially illegitimate through another avenue such as text message, phone call or voicemail, fax, etc. you can contact ITS Client Care directly by phone 613-727-4723 ext. 5555 or email 5555@algonquincollege.com.
- **Capture Details:** When and where applicable, take note of things like the time of the event, what you saw/experienced, how a message was transmitted, any claims, threats, or promises made, error messages or email sender addresses, etc.



We always say, information security and privacy is everybody’s business. By working together to increase our diligence in identifying and reporting suspected malicious activity, we can ensure a strong, proactive defense against new and existing threats.

If you have any questions about cyber security or need help identifying suspicious activity, please reach out to ITS Client Care at the phone or email noted above.