



DJ'S TECH TIMES



December, 2023

Current Training Offerings

Technology 101

Outlook 101

Word 101

Excel 101

Click It or Phish It

Are you a winner winner chicken dinner? Check the newsletter to see!



Tip of the Month: Scanning Documents

How to ensure your scanned document reaches its intended audience!

ANTHONY
MAZZINI -
RESOURCE MGMT

AMANDA
ROSEBROCK
- PLANNING



I'M DREAMING OF BEING A

November Winner!

Gail Kunst, Fond du Luth

Jamie Zabukover, HSD

Dale Phipps, Mechanic

Richard Gitar, Water Regulation

Chad Balcer, Pharmacy

Julia Lintgen, Administration

Roger Goldberg, SUD Program

Christine Anderson, Surveillance





SCAM of the Month

Email Preview - HR: Change in Holiday Schedule (Link) (Spoofs Domain)

From: Human Resources <HR@FDLREZ.COM>
Reply-To: Human Resources <HR@FDLREZ.COM>
Subject: Change in Holiday Schedule

Template ID: 9
4e9

HR@FDLREZ.COM is a spoofed email address

Update: Change in Holiday Schedule

The Fond du Lac Reservation Holiday schedule was adjusted with 2 extra days off!

You can see the new holiday schedule by clicking the link below. Print it out and keep it handy.

<https://www.FDLREZ.COM/updated-holiday-schedule>

You may need to login with your portal information.

If you cannot access the schedule please let us know.

Have Fun and Happy Holidays!

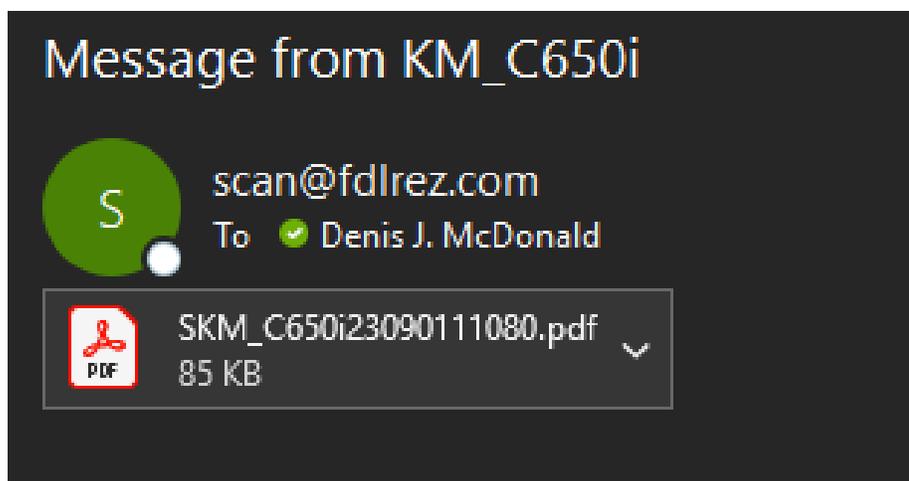
Fond du Lac Reservation Human Resources

The email is trying to convince you to download an attachment.

If you hover over the link, it takes you to a different place than the email suggests.

DJ, I need to send someone a scanned document as an attachment. How do I ensure that they receive it and open it?

We in IT have spent the better part of the last several years really stressing the importance of not opening attachments you do not recognize. When you receive a scanned document, it will look something like this in your email inbox:



Looks rather suspicious, doesn't it?

Here is a quick and easy way to make sure that the recipient of the scanned document opens and reads the attachment. Simply scan it to yourself first, then forward the scanned email to the other party with a short description of what it is and why it's important.

It may also be a good idea to follow up with a quick phone call or in-person conversation just to ensure the attachment is legitimate.