

# WE ARE YOUR IT SOLUTIONS PROVIDER



**QUESTIONS?** CALL 320-441-7050

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## GENERAL OVERVIEW

At West Central Technology, we believe that strong cybersecurity starts with informed users. That's why we partner with Breach Secure Now, a platform designed to educate and empower you to become your own best defense against cyber threats.



**Did you know?** Most security breaches result from human error, not advanced hacking. One wrong click on a phishing email or using a weak password is all it takes.

## WEEKLY CYBERSECURITY TRAINING

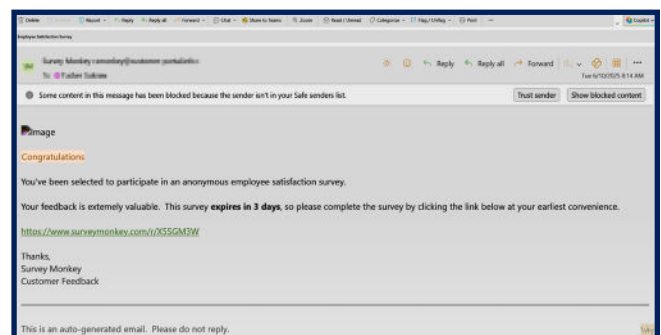
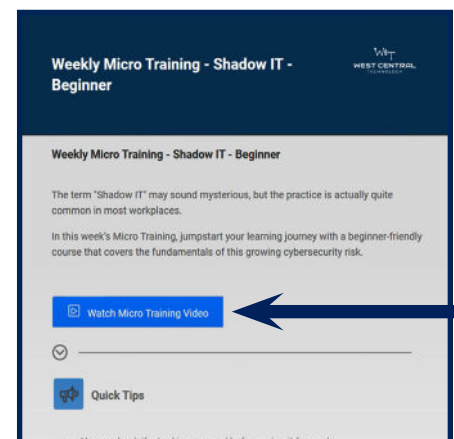
Every week, you will receive a short, engaging training video. These videos use real-world examples to teach you how to recognize threats before they cause harm.

- Videos are brief and easy to understand.
- They help build habits that protect both you and the organization.
- You can watch them any time – training is always accessible

## PHISHING SIMULATION EMAILS

Throughout the month, you will receive simulated phishing emails to test and improve your threat-detection skills.

- These fake emails help train your eye for suspicious content.
- If you accidentally click on a simulated phishing link, don't worry – you'll receive follow-up training to show you what to watch out for next time.
- With this in mind, "Catch Phish" reporting is key!
- It's a safe, supportive learning experience.





## USING THE “CATCH PHISH” BUTTON IN OUTLOOK

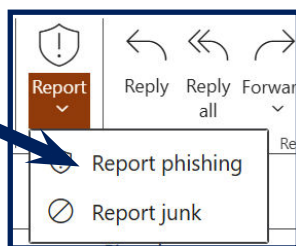
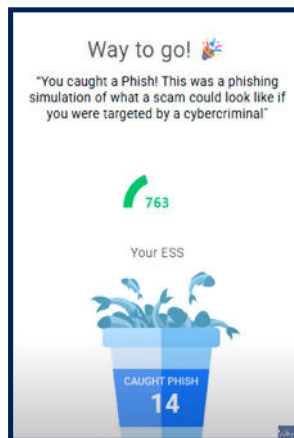
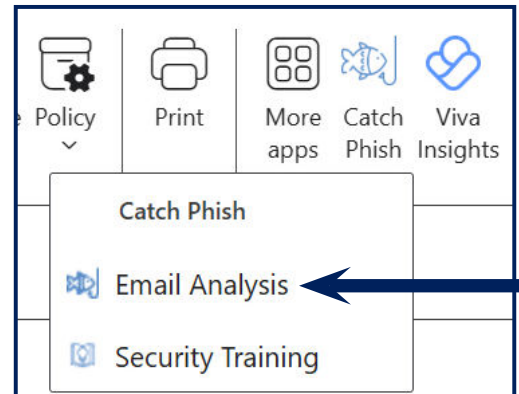
If you ever receive an email that seems suspicious:

### Use the Catch Phish button in Outlook:

- It helps analyze the email to determine if it's a real threat.
- If it's a simulation, you will get a congratulatory message for spotting it!
- If it's a real threat, you will be guided through the

### SLAM method:

- o **Sender** – Is the sender who they say they are?
- o **Links** – Hover to inspect links before clicking.
- o **Attachments** – Be cautious with unexpected attachments.
- o **Message** – Look for urgency or odd phrasing.



## WANT TO REPORT A REAL PHISHING ATTEMPT?

Use the **Report Phishing** button in Outlook. This:

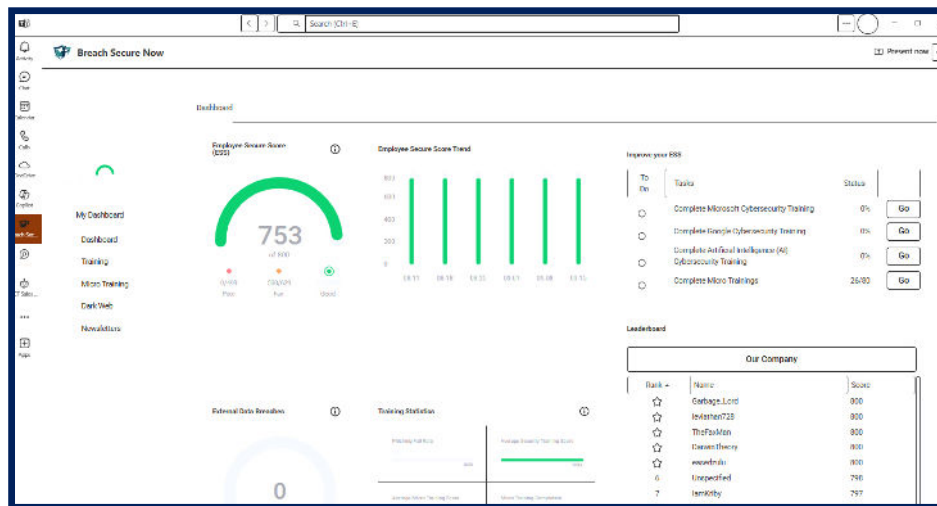
- Alerts West Central Technology.
- Notifies the email security platform for further analysis.



## ACCESSING BREACH SECURE NOW IN MICROSOFT TEAMS

You can also use **Breach Secure Now** directly in Microsoft Teams:

- View your **Employee Secure Score** – a personal score that reflects how well you’re keeping up with training.
- See your position on the Company Leaderboard – a fun, competitive way to stay motivated.
- Rewatch or catch up on any training videos at your convenience.



**LET'S STOP THREATS BEFORE THEY START — ONE SMART CLICK AT A TIME.**

## NEED ADDITIONAL HELP?

If you are having issues during the login process or have other questions about the service, please visit our Knowledge Center at [www.WestCentralTechnology.com/Knowledge-Center](http://www.WestCentralTechnology.com/Knowledge-Center). You can also create a support ticket by emailing us at [support@wcthelp.com](mailto:support@wcthelp.com) or by calling **320-441-7050**.