



I Clicked Something. Now What?

Print it. Stick it near every workstation. There is no blame for honest mistakes — speed is what matters.

If you clicked a link, opened an attachment, or entered your password somewhere you're not sure about — don't panic, and don't stay quiet. Work down this list.

1. **Don't panic, and don't hide it.** The fastest response wins. You will not get in trouble for reporting.
2. **Disconnect.** Turn off Wi-Fi and unplug the network cable. Don't switch the device off and don't delete anything.
3. **Tell your Cyber Warden / manager now.** In person or by phone — not by email, in case email is affected.
4. **Change your password from a different, clean device.** Start with email, then banking and accounting. Re-check MFA.
5. **Watch for follow-ups.** Odd payment requests, password-reset emails, or messages 'from you'. Report those too.

Who to tell here

Cyber Warden / manager: _____

Phone: _____

IT provider: _____

Phone: _____