



Instructions

Exercise in a Box (EiaB)

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Duration: 15 to 30 minutes

Micro-exercise

Identifying and reporting a suspected phishing email

A short and sharp exercise focused on identifying and reporting suspected phishing emails.


- This topic uses interactive activities to explore the role users play in spotting a suspected phishing email and how to report it.

Participants

You can have as many or as few people involved as you like, and no one taking part in this exercise needs to be a cyber security expert.

- We recommend 3 to 5 people including a nominated facilitator to run the session and keep the conversation on track.
- It may help the group activity if everybody can see the screen.

Exercise pack contents

 Exercise in a Box	
Micro-exercise presentation	Your primary aid for delivering this micro-exercise. You could use printed copies, but it is recommended you display this on a projector or share on your screen if running the exercise virtually.
Micro-exercise report	To capture lessons learned and opportunities for improvement. Ideally share this report with your leadership team for their awareness and/or utilise it as part of a business case if requesting support for remediation activities.

Next steps

We recommend that you familiarise yourself with the exercise by performing a dry run (practice session) prior to arranging to run the exercise with participants.

ACSC cyber security resources

- [Small business cyber security guide](#) – a cyber security guide for small businesses
- [Essential Eight](#) – essential Windows cyber mitigation strategies
- [Information security manual \(ISM\)](#) – technical cyber security framework
- [Strategies to mitigate cyber security incidents](#) – advice on mitigating cyber security incidents
- [Personal security guides](#) – a series of guides to use to protect yourself and be cyber secure.

Additional information is available from [cyber.gov.au](https://www.cyber.gov.au) and you can [contact us](#) for assistance.

Frequently asked questions (FAQ)

Where should I run the exercise?

Best run in a dedicated space, so we recommend you use a normal meeting room, or somewhere further afield with fewer distractions. You'll also have to consider which participants need to attend, and when.

What materials do I need to run the exercise?

At various points during the exercises, you'll need to share your screen so that the participants can take part. If you're conducting the event in-person, a room with a projector would be ideal.

What happens when the exercise is complete?

When you've finished an exercise, we strongly recommend that you complete the associated report to ensure that the exercise is a learning experience with useful outcomes.

Do participants have to be present to produce the report?

No. The reporting section can be completed by the facilitator alone, or with the help of the participants. The most important thing is that it's completed within a couple of days of the exercise, while the exercise is still fresh in the mind.