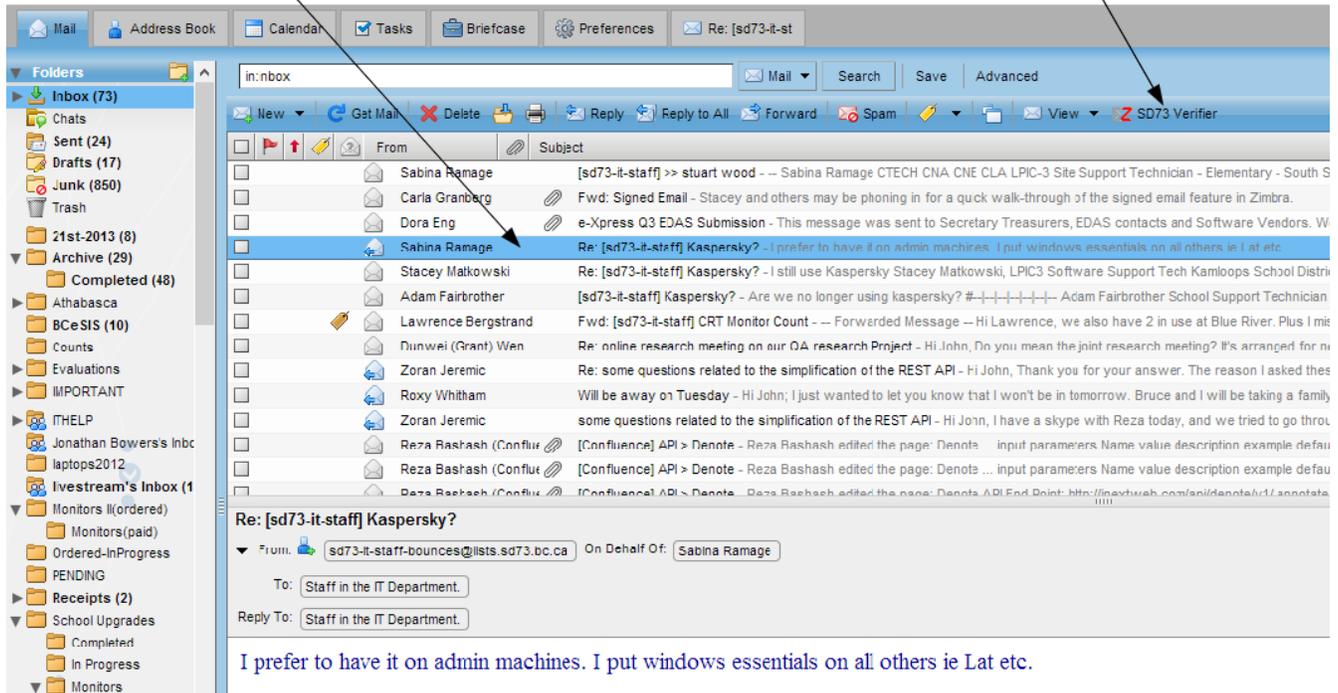


Email Authenticity – Did it come from the IT Department ???

To verify a message that “appears” to have been sent by the Information Technology (IT) Department, perform these two simple steps:

Step 1: click on the message

Step 2: Press this button



Then refer to this chart for an explanation of the results:

If you see this ...	It means this ...	And you should do this ...
	<p>That the message is authentic and indeed has been sent by the person that the email appears to be from.</p>	<p>Perform the actions requested or ask for more information from the verified sender if you need further assistance.</p>
	<p>The message is MOSTLY authentic but contains parts that were not composed by the sender. This often happens when messages are relayed through “lists” where the server adds its own message at the end of the email like “this message was sent using the Majordomo email service”.</p>	<p>The verifier will show you exactly what part of the message was NOT sent by the author of the email. You should <u>not perform any instructions in this section of the message</u> (the rest of the email message is fine).</p>
	<p>The message has not been digitally signed. Consequently, the authenticity of the sender can not be determined.</p>	<p>You'll see this with the majority of email messages as the only department signing their emails is currently the IT department. Consequently, you should continue to have a healthy scepticism to the content of this message and use your common sense. HOWEVER, if the message <i>appears to be from the IT department</i> and you see this, then you should not perform any instructions indicated in this message. The IT department has been instructed to sign all its messages and you should have seen  or  when verifying.</p>
	<p>The message has been signed but the content within is not original. It has been tampered with either intentionally or unintentionally.</p>	<p><u>Do not follow any of the instructions.</u> Contact the sender for verification.</p>