# Anti-Phishing Directive | Highest Priority

Hi, Felton Staff—Division Directors, Directors, Program Supervisors, Head Teachers, Clinicians, Case Managers, Administrative staff, HR and Facilities/Operations:

We have experienced a series of “phishing” attacks. “Phishing” attacks are deceptive techniques used to mislead you into believing that a colleague sent you an email requiring you to enter your email address and password in order to correct/validate/download something.

You may have noticed receiving malicious emails from email addresses of other Felton employees—some of them even pretending to be from the IT department. These emails can also look like this:

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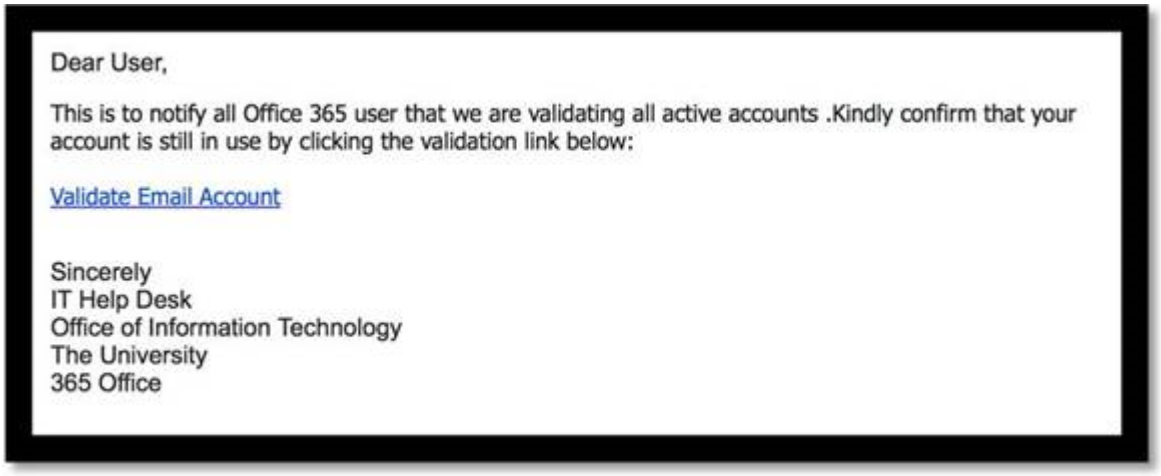


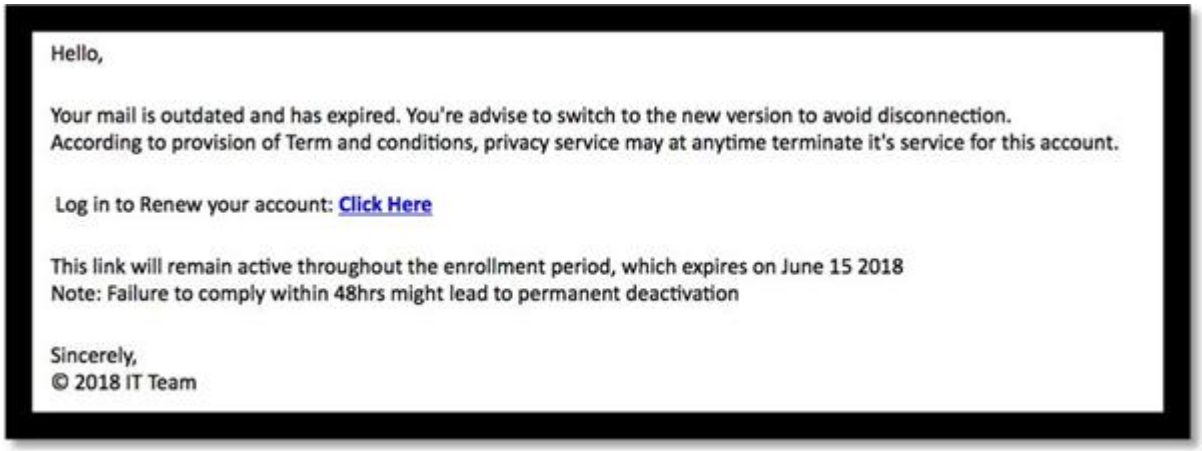
Dear User,

This is to notify all Office 365 user that we are validating all active accounts .Kindly confirm that your account is still in use by clicking the validation link below:

Validate Email Account

Sincerely
IT Help Desk
Office of Information Technology
The University
365 Office

Or this:



Hello,

Your mail is outdated and has expired. You're advise to switch to the new version to avoid disconnection.
According to provision of Term and conditions, privacy service may at anytime terminate it's service for this account.

Log in to Renew your account: **Click Here**

This link will remain active throughout the enrollment period, which expires on June 15 2018
Note: Failure to comply within 48hrs might lead to permanent deactivation

Sincerely,
© 2018 IT Team

Or this:

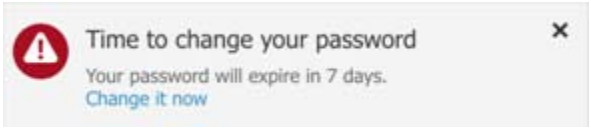

New tricks designed to gain access to your email are showing up. This is CONCERNING, BUT WE CAN STOP THIS with your support.

HERE IS WHAT YOU CAN DO:

- When in doubt, contact the IT department first.
- Remember: Emails from the IT department regarding this issue only come from the IT director, Kenji Paschen (kpaschen@felton.org); Czach Hidalgo (chidalgo@felton.org); and Zhen Zhao (zzhao@felton.org and zhen.zhao@felton.org). If you do not know the name of the email sender, do not trust the email!
- DO NOT open emails, attachments, or download documents from anyone from whom you are NOT expecting to receive this type of communication, even it is from someone you know.
- REMEMBER: UNDER NO CIRCUMSTANCES is any Felton employee to ever enter login credentials at any website other than the official Microsoft Office 365 website.
- To improve email security, multi-step authentication may be required next week. More on this will be communicated separately.
- If you have entered your login information or downloaded something suspicious, take precautions and change your password immediately. You should reach out to IT immediately if you have clicked any link like those referenced above. Failure to notify IT will make the situation worse.

There are two tasks you should complete by the end of Friday (June 15):

(1) **Change your email password.** Those with Felton email addresses who access email using Outlook installed on their computers (not online) will need to log in (only once) to portal.office.com (Office365 online) to make the change. When you log in via a browser on laptop/desktop, the upper-right side of the screen may have a notification suggesting you change your password. It looks like this:




Click "Change it now."

If you receive emails via your mobile phone, make sure to update the password there with the password you just set.

If you cannot access your email account, please contact IT immediately.

(2) To make sure you have changed your email password promptly and are fully informed of Felton's anti-phishing directive, **please print this document, review the contents, and sign it.** Please send the scanned file to zhen.zhao@felton.org.

If you need support with any of this, please email Kenji Paschen (kpaschen@felton.org), the IT Director; or Czach Hidalgo (chidalgo@felton.org). You can also call at (415) 490-6078. Your issue will be kept confidential as an IT matter.

**Supervisors should make sure that the supervisees have completed both tasks on time and also completed this task themselves. Please treat this as the highest priority.**

Print Name_____ Signature _____ Date Signed _____

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