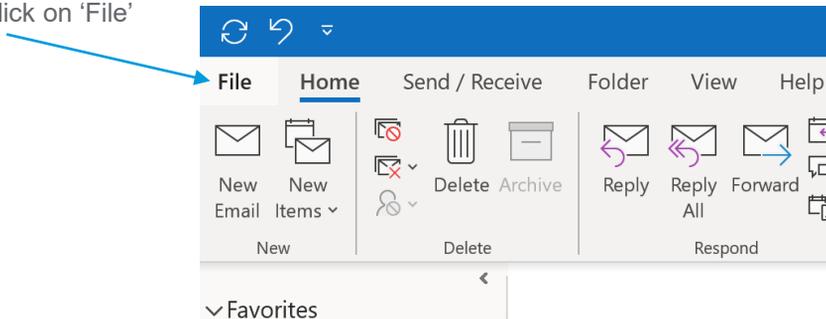


HOW TO CHECK YOUR OUTLOOK ACCOUNT FOR 'RULES'

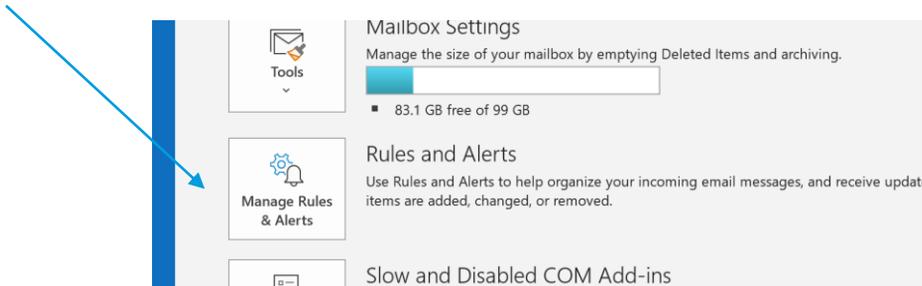
Within Outlook you can set rules to direct certain emails to certain mailboxes, or be sent externally. This can be abused by fraudsters who gain access to your account, as they can divert emails sent to your inbox to themselves and hide your copy so that you do not see it.

We recommend that you check your email account for any unknown entries in your Outlook 'rules' on a regular basis. This should be done at least monthly but as you will see the check is quick and simple and can easily be done more regularly.

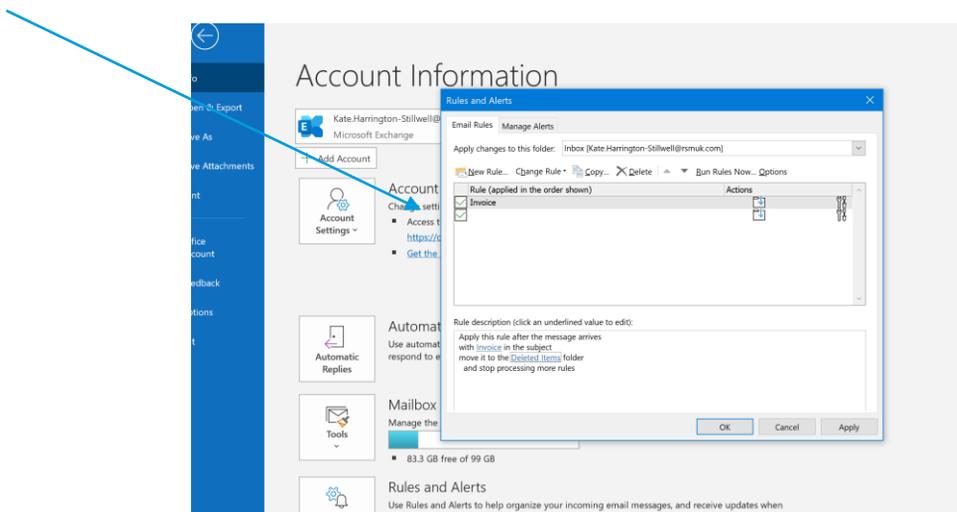
Step 1 – Click on 'File'



Step 2 – Click on 'Manage Rules & Alerts'



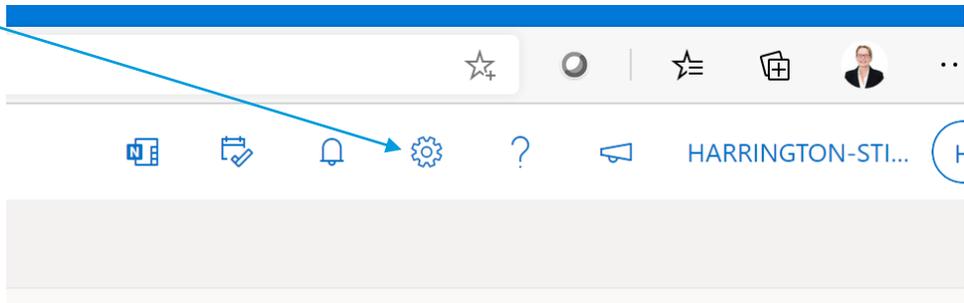
Step 3 – Check for any rules which you did not add or which have not been added centrally by your IT department. If there is something you don't recognise, take a screen shot of this screen and then double-click the rule and take the screen shot of the details shown. You should then contact your IT department in order that relevant security checks and system audits can take place. Please copy your LCFS into any contact made to IT so they are aware and can follow-up with IT if necessary.



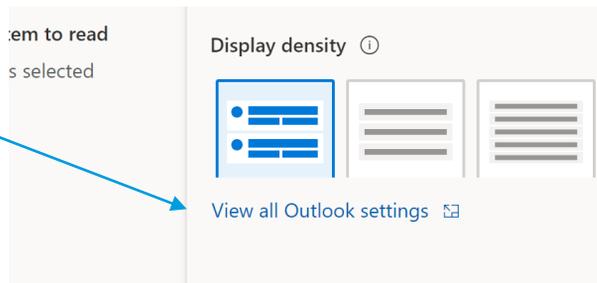
HOW TO CHECK YOUR OUTLOOK ACCOUNT FOR 'RULES' VIA OUTLOOK 365

How to check when using your nhs.net mail account via Outlook 365 online

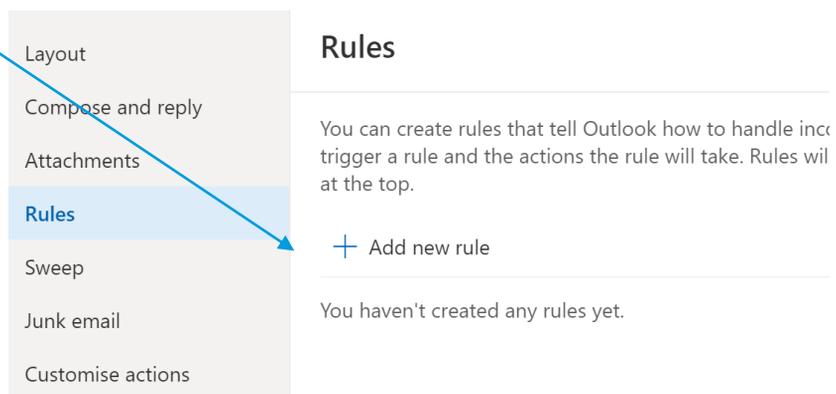
Step 1 – Click on the cog



Step 2 – Click on 'View all Outlook settings'



Step 3 – Check for any rules which you did not add or which have not been added centrally by your IT department. If there is something you don't recognise, take a screen shot of this screen and then double-click the rule and take the screen shot of the details shown. You should then contact your IT department in order that relevant security checks and system audits can take place. Please copy your LCFS into any contact made to IT so they are aware and can follow-up with IT if necessary.



LCFS Contact Details

Heather Greenhowe

Tel: 07800 617146 Email: heather.greenhowe@rsmuk.com

