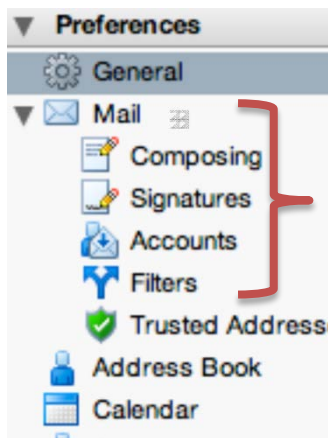


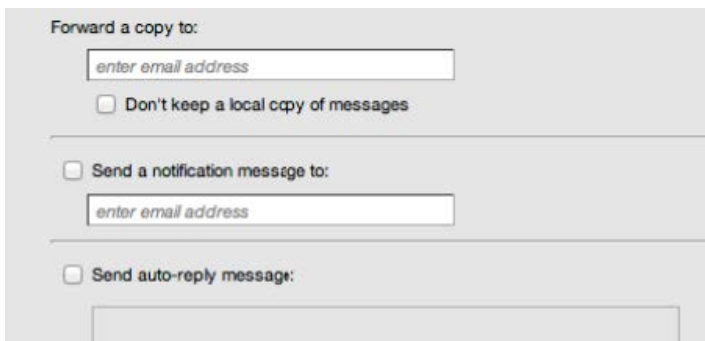
Bard Information Technology

For Compromised Email Accounts

- Please contact the helpdesk (helpdesk@bard.edu or 845-758-7500) to obtain your new password.
- Once you have your new password please change it immediately by going to: **inside.bard.edu/bits/email**
- Please change your password to something **different** than the one that has been compromised. (If this is not done then your account will be compromised again)
- Once logging into webmail there are a few settings you will need to check.
 1. Click on **Preferences**. There are 5 places you will want to check, “Mail” “Composing” “Signatures” “Accounts” and “Filters”.

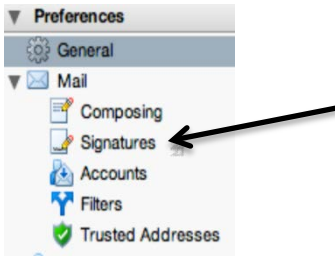


2. After choosing **Mail**, go to the main window, scroll down to **Receiving Messages....** verify that settings for forwarding and that the auto-reply have not been changed.

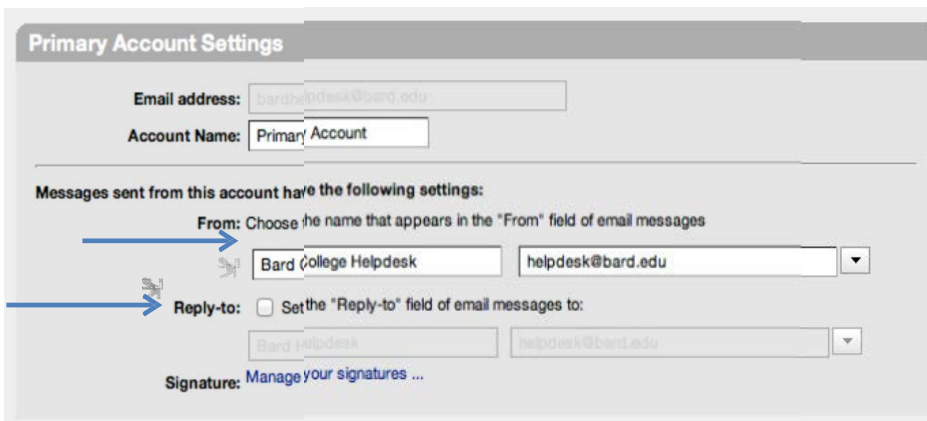
A screenshot of a webmail settings page titled 'Receiving Messages'. It contains three sections, each with a checkbox and a text input field:

- Forward a copy to:** A checkbox is checked. Below it is a text input field containing the placeholder text 'enter email address'.
- Don't keep a local copy of messages:** A checkbox is unchecked.
- Send a notification message to:** A checkbox is unchecked. Below it is a text input field containing the placeholder text 'enter email address'.
- Send auto-reply message:** A checkbox is unchecked. Below it is a text input field.

3. Next, click on **Composing** and make sure that **Save a copy to Sent folder** is checked.
4. Go back to the left hand column and click on **Signatures**. Verify that your signature has not been changed.



5. Next, you will want to check **Accounts**. Please verify that the **From** name and address are correct and that the **Reply-to** name is valid.



6. The last option to be checked is **Filters**. Please verify sure that incoming AND outgoing filters have not been modified.

Please remember to save any changes.

Bard College Helpdesk
845-758-7500