ITS SECURITY TOPICS

Operations Security Branch
Infrastructure Operations Division
International Technology Services

USDA

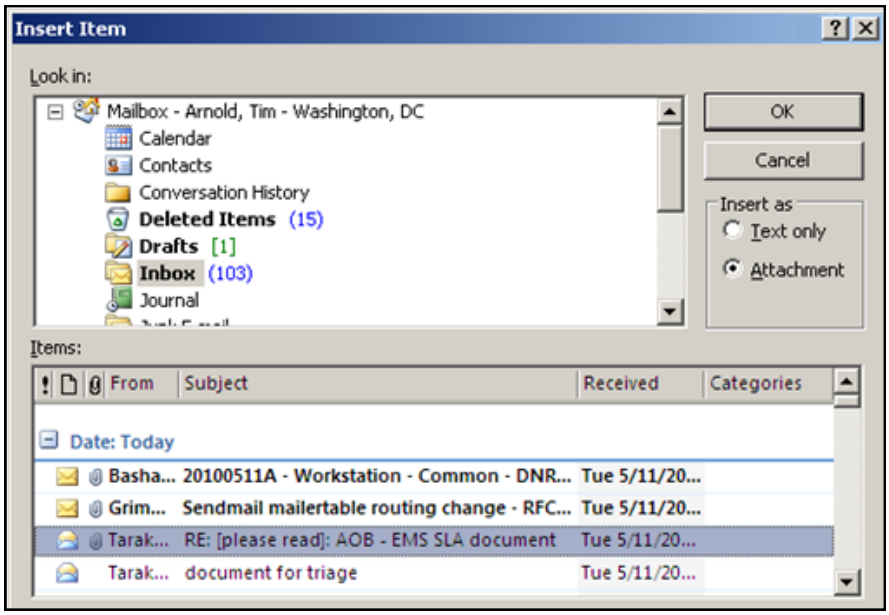
Submitting Suspicious E-mails and E-mail Attachments to OSB

If have received a suspicious e-mail or e-mail attachment, you can forward it to ITS Operations Security Branch for further analysis. OSB will review the e-mail and handle any further action needed. If the e-mail appears to be legitimate, OSB will notify you; if it appears to be a security incident, OSB will report it on your behalf.

Instructions for Safely Submitting Suspicious E-mail

Use the steps below to submit the suspicious e-mail to OSB. Complete this process within two business days of receiving any suspicious e-mail.

1. Create a new e-mail message.
2. Enter **ITSOSBIncidents@one.usda.gov** in the "To:" field.
3. **In Outlook 2007,** click **[Attach Item]**. If you do not see this button on the Message tab, it will be located on the Insert tab.
   In Outlook 2003, click the drop-down arrow to the right of the paper clip icon. Select ***Item…***
4. An Insert Item dialog box will appear. Highlight the suspicious e-mail message(s):
   a. Select the correct folder in the "Look in:" field.
   b. Select the message(s) in the "Items:" field. You can select multiple items by holding down the **<Ctrl>** key as you click.



5. Select the option to insert as "Attachment". Click **[OK]**.
6. In the body of your e-mail, indicate that you are submitting suspicious e-mail you received.
7. Send the message.
8. Delete the suspicious message(s) from your inbox and then your "Deleted Items" folder.