

Subject: Beware of Gift Card Email Scams
Date: September 2021

Did you get an email from your boss asking you for a favor? Does your boss need you to send gift cards to pay for an upcoming office party? Before you go out and pay up, ask yourself: is that really your boss? It could be a scammer trying to get your money.

Here's how it can play out:

The scammer sends you an email impersonating your boss, either using a spoofed email address, or by hacking into their account. They then make up a story about needing your help with something — an office surprise party, a company event, even a simple errand. Whatever the reason, they'll ask you to help by paying them with gift cards, promising to pay you back later. But once you hand over the gift card number and PIN, the money is gone.

These scammers do their research to get the name of the boss and details of his/her employees. Tracing their source is very difficult.

Don't be a Victim!

Below is a sample email exchange.

From: Director Name DirectorName@montgomerycollege.edu

To: MC Employee <mcemployee@montgomerycollege.edu>

Subject: Request

Hello, are you available? I have an urgent request. I am currently in a meeting and not able to talk on the phone. Just reply to my e-mails.

Thanks,

Director Name

What To Do:

- **Don't pay for anything with a gift card.** Gift cards are for gifts, not for payments. If anyone asks you to pay with a gift card, it's a scam.
- **Double-check with your supervisor.** Call your boss using a known number — not something that was written in the email.
- **Report** the suspicious email by using the Report Phishing button located on your Outlook toolbar

If you have any questions or concerns regarding this process, please contact the IT Service Desk:

- by email at itservicedesk@montgomerycollege.edu
- by web chat on [OIT's web page](#)
- by phone at 240-567-7222

Please do not reply to this email, as this mailbox is not monitored. Thank you.

IT Communications

Office of Information Technology